

# SHALER AREA SCHOOL DISTRICT

No: 303

SECTION: ADMINISTRATIVE EMPLOYEES  
TITLE: EMPLOYMENT OF ADMINISTRATORS  
ADOPTED: MARCH 18, 1998

REVISED: MAY 17, 2000; JULY 18, 2007; JULY 16, 2008; AUGUST 17, 2011; JANUARY 11, 2012

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the district with administrators who are employed by the district.
2. Authority SC 508, 1006, 1142, 1146 Title 22 Sec. 4.4	<p>The Board shall approve the employment, fix the compensation, and establish the term of employment for each administrator employed by this district.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent. In order that the Board may assure itself of the acceptability of each administrative recommendation, it directs that the recommended candidate's resume or vita be submitted to each Board member along with the Superintendent's rationale for the recommendation. The latter should include an indication of the Superintendent's perception of the major strengths each candidate will bring to the position, with emphasis on those strengths which prompted the Superintendent's recommendation for the given candidate over other qualified candidates.</p>
3. Guidelines  SC 1109 Title 22 Sec. 49.111, 49.121  SC 111 Title 22 Sec. 8.1 et seq 23 Pa. CSA 6301 et seq	<p>When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</p> <p>Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.</p> <p>No candidate for employment as an administrator shall receive recommendation for such employment without evidence of his/her certification, if such certification is required.</p> <p>No candidate shall be employed until such candidate has provided a valid appropriate Pennsylvania Department of Education certificate, finalized the mandatory background check requirements for criminal history, child abuse, and FBI fingerprinting, and the District has evaluated the results of that screening process.</p>

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<p><b>SC 111</b></p> <p>4. Delegation of Responsibility 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</p> <p>The candidate can begin employment while these various background checks are being processed. When possible, the candidate should provide a copy of applications and money orders submitted.</p> <p>The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with Board policy and state and federal law. The administration will provide at least 2 candidates for the following positions:</p> <ul style="list-style-type: none"> <li>Superintendent</li> <li>Assistant Superintendent</li> <li>Assistant to the Superintendent</li> <li>Director of Business Affairs</li> <li>Director of Pupil Personnel</li> <li>Director of Technology</li> <li>Head Building Principals</li> <li>Athletic Director</li> </ul> <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions.</p> <p>The Superintendent may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.</p> <p>The Superintendent shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.</p> <p><u>References:</u></p> <p>School Code – 24 P.S. Sec. 108, 111, 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>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>
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