

SHALER AREA SCHOOL DISTRICT

No: 402

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF CERTIFICATED TEACHING PERSONNEL

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402. EMPLOYMENT OF CERTIFICATED TEACHING PERSONNEL	
1. Purpose SC 1106	<p>The Shaler Area Board of School Directors recognizes the importance of securing quality professional personnel to fill vacant positions within the school district. To that end, the Board commits itself to a policy which recognizes that the first and overriding consideration in filling such positions in instances where discretion is permitted is to select the best qualified candidate.</p> <ul style="list-style-type: none">• Professional employees shall include those individuals defined as such in the Pennsylvania School Code.• An applicant for employment is an individual who expresses an interest in being employed.• A candidate for employment is an individual who has submitted all items set forth in this policy. <p>All candidates for employment shall be selected and appointed on the basis of individual merit and ability with respect to positions being filled.</p>
2. Authority Title VI Title IX 29 CFR P.L. 101-36 USC 12101 et seq SC 508, 1106, 1142, 1146 20 U.S.C. Sec. 6319	<p>The Board is committed to a policy of non-discrimination against any employee or applicant for employment because of race, creed, color, national origin, sex, age, or handicap. This policy applies to recruitment, employment, subsequent placement, training, promotion, compensation, tenure, probation, and other terms and conditions of employment over which the Board has jurisdiction.</p> <p>The Board will comply with Federal and State laws relating to equal employment opportunities and Affirmative Action Programs.</p> <p><u>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>The Principal of a school providing Title 1 programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal and state law and regulations. The written certification shall be maintained in the District office and the school office and shall be available to the public, upon request.</p>
3. Delegation of Responsibility	<p>The Board charges the Superintendent or designee with the responsibility of recommending candidates to be employed. Accordingly, the administration is assigned the following responsibilities:</p>

<p>4. Guidelines SC 1204.01 SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<ol style="list-style-type: none"> 1. The establishment of a Board-approved system for collecting, maintaining, and processing personnel information. 2. The establishment of a Board-approved procedure for screening and interviewing of candidates for positions within the school district. 3. Recommending the best qualified candidates available for appointment to positions with the school district. An administrator involved in the hiring process must disclose to the Board knowledge that the administrator: <ol style="list-style-type: none"> a. Personally knows the candidate. b. Is related to the candidate. c. Has been approached by another in an effort to secure the candidate's employment in the district. <p>Individual Board members shall make identical disclosure to the full Board of such knowledge she/he may have of a candidate in addition to any disclosure which may be required by the state ethics law.</p> <p>The following procedures have been adopted by the Board to provide direction to the district's administration where discretion is permitted to select the best available candidate.</p> <p><u>Posting/Advertisement of Vacancies</u></p> <p>When an existing position becomes vacant or a new position is approved, it is the responsibility of the position's immediate supervisor to provide to the Office of Human Resources a copy of the teacher vacancy notice form indicating the information relevant to the vacant assignment as well as the qualifications for the position.</p> <p>A posting system shall be used to make all those who are presently employed by the district aware of any vacant positions. Application inquiries from persons not employed by the district will be accessed through the PA-Educator.net clearinghouse. Application inquiries from non-employees will not be accepted unless the Office of Human Resources determines that the number of active completed application files available through the PA-Educator.net in a specific area of certification is not deemed adequate.</p>
	<p>When additional applications in specific areas of certification are deemed necessary, the Office of Human Resources will advertise the vacancy(s) with the placement offices at colleges and universities with endorsement programs in the area of certification. Other appropriate training or professional institutions may be contacted for the purposes of advertising the vacant position. On occasion, the news media may be used to advertise certified teaching vacancies. This may include local, suburban, city newspapers, and various professional publications.</p>

<p>20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p> <p>SC 111</p>	<p><u>Application Files</u></p> <p>In order to be considered a candidate for professional employment, an applicant must submit the following items:</p> <ul style="list-style-type: none"> • Resume/cover letter • Professional Application • Pennsylvania Certification • Transcripts • Required Recommendations For experienced candidates, recommendation(s) from building principal(s) or immediate supervisor(s) For inexperienced candidates, recommendations(s) from cooperating teacher(s) and supervisor(s) • Criminal Background Check (Act 34) • Child Abuse Clearance Statement (Act 151) • DD214 Form, if military service is applicable <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 Shaler Area School District does not consider an individual a candidate for professional employment until all of the required items have been received by the School District.</p> <p><u>The Preliminary Screening of Application Files</u></p> <p>The Director of Human Resources will coordinate and collaborate with the building administrator and central office supervisor to determine the candidates who may be considered for site interviews. The Director of Human Resources may utilize the PA-Educator.net Search Options for Applicant Database when the number of applications in the appropriate certification exceeds the administrative resources available to review and screen the applications.</p>
	<p>The preliminary paper screening process shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"> 1. Pennsylvania Department of Education certification(s). 2. Cumulative grade point average and/or grade point average in major area of concentration (if known). 3. Professional reference forms or letters of reference. 4. Training and experience relevant to the qualification requirements. 5. Evidence of leadership and service to others. 6. Review of the National Teacher Exam score(s) (Praxis) if applicable.

	<p><u>Application Screening for Initial Interviews</u></p> <p>The building administrator and/or central office supervisor shall recommend names of applicants who, through the preliminary screening process, merit further consideration.</p> <p><u>Initial Interviews</u></p> <p>The building administrator and/or central office supervisor responsible for the preliminary screening of application files will recommend candidates to be invited for initial interviews. The results of this screening process will be used to determine which candidates will be invited to an initial interview. Initial interviews will utilize the Gallup TeacherInsight Interview.</p> <p>Candidates recommended as a result of the TeacherInsight Interview Perceiver will be offered a site interview. No candidate shall be recommended for employment without being interviewed in person.</p> <p>Once a candidate is identified for a site team interview, a credentials evaluation will be conducted by selected administrators using a standard rubric type evaluation as prepared by the Superintendent.</p> <p>At the site based interview and the superintendent's interview, the same basic questions will be asked each candidate though follow-up questions may be asked to clarify the candidate's response(s). The candidate's interviews will be evaluated using a standard form rating each person on the same identified criteria.</p>
	<p><u>Confidential Telephone Reference Checks</u></p> <p>The building administrator or central office supervisor responsible for the site interview will also conduct confidential telephone reference checks of those candidates identified as finalists to be interviewed by the superintendent. The confidential telephone reference check form provided by the Office of Human Resources will be completed in its entirety and included in the candidate's pre-employment application file. Whenever possible, at least two (2) confidential telephone reference checks will be completed with each candidate's current and/or former supervisor(s).</p> <p><u>Site Interviews</u></p> <p>All candidates not recommended for consideration as a result of either the paper screening process or the initial interview will be notified by letter that they are no longer being considered for employment. Their application materials will be placed on inactive status for one (1) year and then destroyed. Applicants not recommended for further consideration must wait two (2) years before they can reapply and be given consideration through the screening process.</p>

	<p>The Superintendent and Director of Human Resources will select up to five (5) candidates per vacancy for site interviews. Site interviews will be scheduled by the supervising building administrator or central office supervisor. The supervisor or administrator may utilize questions provided by the Office of Human Resources or developed at the building level. The building administrator or central office supervisor may also elect to involve staff members to assist in site-based interview process.</p>
<p>SC 1201 Title 22 Sec. 49.81 et seq</p>	<p>If faculty members are invited to participate in site interviews, the site administrator is responsible for providing inservice training in the site interview process. If teachers are entitled to additional compensation under the master contract for participation in site interviews, the building administrator or central office supervisor must utilize their building or central office budget to provide such compensation. The building administrator or central office supervisor may request additional candidates if the number and/or quality of candidates recommended is deemed inadequate. The building administrator or central office supervisor conducting site interviews is responsible for recommending candidate(s) and must accompany each recommendation with a rationale supporting the recommendation. The Superintendent will review the recommendation and the recommendation to the Board will be based upon a final interview with the candidates.</p> <p>Each professional staff member employed by the District shall be responsible for maintaining a valid teaching certificate.</p> <p><u>References:</u> School Code – 24 P.S. Sec. 108, 111, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1 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 Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125 Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq. No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801 Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq. Board Policy – 000, 104, 113, 328</p> <p style="text-align: right;">cag</p>