

## Lower Merion School District

Policy No.:	404
Section:	PROFESSIONAL EMPLOYEES
Title:	EMPLOYMENT OF PROFESSIONAL EMPLOYEES
Date Adopted:	6/24/85
Date Last Revised:	4/16/07; 3/17/97

### 404 EMPLOYMENT OF PROFESSIONAL EMPLOYEES

The professional employment policy is intended to establish a comprehensive hiring system based on individual merit and ability with the goal of maximizing the district's chances of selecting the best candidates from the available pool in compliance with the District's Policies on equality of opportunity in employment.

- 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.

All candidates for employment shall be selected and appointed on the basis of individual merit and ability with respect to positions being filled.

The Board shall approve the employment and fix the compensation for each professional employee employed by the District.

No employee shall be appointed by the Board who is a relative of a member of the Board, the Superintendent, or the Superintendent's cabinet. A relative is defined in the Pennsylvania School Code as father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle or aunt.

Professional employees may begin work prior to board action when necessary to maintain continuity in the educational program.

All teachers hired after June 30, 2006, shall have attained "highly qualified" status, as that term is defined under federal and Pennsylvania law, in each of the core academic subjects that they teach, unless this requirement has been specifically waived by the Board after notice and full disclosure to the Board of the teacher's qualifications. The No Child Left Behind Act of 2001 defines "core academic subjects" as: English, Reading/Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Arts, History, and Geography.

In order to be considered a candidate for professional employment, an applicant must submit the following items:

- Resume/cover letter
- Professional Application

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- Pennsylvania Certification
- Transcripts
- Required Recommendations
  - For experienced candidates, recommendation(s) from building principal(s) or immediate superior(s)
  - For inexperienced candidates, recommendation(s) from cooperating teacher(s) and supervisor(s)
- Criminal Background Check (Act 34)
- Child Abuse Clearance Statement (Act 151)
- FBI Check
- DD214 Form, if military service is applicable

The Lower Merion 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.

The Director of Human Resources shall develop procedures for recruitment, screening, and recommendations of candidates for employment. The procedures will be reviewed with and approved by the Superintendent. All candidates will be recruited and recommended in accordance with Board Policy, State, and Federal Law.

This policy is in accordance with applicable Federal and State Laws.