

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 404
Section: PROFESSIONAL EMPLOYEES
Title: EMPLOYMENT OF PROFESSIONAL EMPLOYEES
Date Last Revised: 4/16/07

Recruitment - Generally accepted principles require that recruitment be continuous, cover a wide geographic area, and use a variety of sources and techniques.

Additional Staff - Requests for staff to fill new positions must be approved in writing by the Superintendent. Once authorization has been recommended, the appropriate administrator shall initiate a position vacancy notice with the Director of Personnel. The position vacancy notice shall include a job description and the professional characteristics desired in order to fill the position. In addition, information such as starting date, hours, location, etc. shall be provided.

Replacement of Existing Staff - Where no significant changes in duties are involved, replacement of existing personnel shall be accomplished by direct communication between the building administrator and the Personnel Office.

Paper Screening Factors/Qualifications

The Personnel Office shall maintain candidate files.

The Director of Personnel shall evaluate the completed files. The following factors shall be considered:

- A. Application
 - Completeness of the application
 - Presentation
 - Directions followed
 - Candidate's responses to application questions
- B. Resume and Cover Letter
 - Consistency of the application and resume
 - Continuity of employment
- C. Certification
 - Evidence of possession of a valid Pennsylvania certificate or evidence of eligibility for a valid Pennsylvania certificate
- D. Transcripts
 - Grade Point Average - Overall
 - Grade Point Average - Major field

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E. College of Graduation

- The correlation between the teaching success of past candidates hired, the College or University attended and the field of certification

F. College Activities

- Activity in professional associations
- Activity in interscholastic activities
- Activity in collegiate life or community affairs
- Employment 20 or more hours per week while attending college

G. Honors/Scholarships

- or unusual distinctions

H. References Required

- For experienced candidates, recommendations from building principals or immediate superiors
- For inexperienced candidates, recommendations from cooperating teachers and supervisors
- Presence or Absence of “superlative” statements/phrases

I. Quality of Work Experience

- Nature of prior work experience
- Transferability of previous work experience to Lower Merion

J. Veterans Preference

- Active military service - honorable discharge (DD214 form)

K. Local Factors

- From time to time there may be educational needs, such as but not limited to minority teachers and women administrators which the district considers to be important
- The weight these factors is given will depend upon the specific needs of the school district to be applied in conjunction with applicable law

Selection - After the paper screening, candidates with the most satisfactory evaluations will be selected for interviews. The Director of Personnel shall (1) schedule candidates for interviews with the appropriate administrator and professional staff, (2) review the reactions of the various parties participating in the selection process and, after conferring with the Superintendent, shall (3) make the job offer to the successful candidate. Following the candidate’s agreement to accept the position, the name and background will be submitted to the Superintendent who may recommend appointment to the Board of School Directors. After the Board of School Directors

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has acted on the appointment, the Director of Personnel will advise the appointee of this action and complete other items necessary in the employment process.