

Lower Merion School District

Policy No.: 300-3
Section: EMPLOYEES
Title: EMPLOYMENT OF DISTRICT STAFF
Date Adopted: 6/24/85
Date Last Revised: 4/19/21; 4/16/07; 3/17/97

300-3 EMPLOYMENT OF DISTRICT STAFF

Authority

The Board places substantial responsibility for the effective management and operation of the District and the quality of the educational program with its employees.

The Superintendent or designee is responsible for recommending candidates for employment to the Board. Except on occasion for high level administrative positions, Board members are typically not personally involved in the interviewing, evaluation or recommendation process for specific positions. The Board, by a majority vote of all members, approves the employment; sets the compensation; and establishes the term of employment for each individual employed by the District. When any candidate recommended by the Superintendent or designee has been rejected by the Board, the Superintendent or designee shall make a substitute recommendation.

No teacher or other person shall be employed who is related to any member of the Board, as defined in law, unless such teacher or other person 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.

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, so long as such candidates have complied with the pre-employment requirements listed below and so long as the Superintendent or designee has advised the Board in writing of the need to make the hiring and no more than two (2) Board members have objected. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

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 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.

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A candidate for employment in the District shall not receive a recommendation for employment without evidence of their certification when such certification is required.

A candidate shall not be employed until they have complied with the mandatory background check requirements for state and federal criminal history and child abuse clearance and the District has evaluated the results of that screening process.

Each candidate shall report, on the designated form, arrests and convictions as filed 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, depending on the nature of the offense, subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

The District shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.

Delegation of Responsibility

The Superintendent or designee shall ensure that staff vacancies are made known to District employees so they may apply for such positions.

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.

The Superintendent or designee may consider recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

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.

The Superintendent or designee shall develop Administrative Regulations implementing this Policy which shall include, but need not be limited to, additional employment requirements that apply to various classes of employees in accordance with applicable law and procedures governing the disclosure requirements for the hiring, assignment, transfer or promotion of relatives of other District employees.