

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: April 28, 2004

REVISED: December 05, 2011

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with district Administrators.
2. Authority SC 508, 1106, 1142, Title 22 Sec. 4.4	The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each Administrator employed by this district.
3. Guidelines	Approval shall normally be given to the candidates for employment recommended by the Superintendent. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation. No two (2) Relatives from any one (1) family may be employed at the same school or District Administrative Office.
4. Definitions	"Relative" is defined as an employee's parent, spouse, child, brother, sister, niece, nephew, aunt, uncle, grandchild, grandparent, stepchild, stepsiblings, stepparent, stepgrandchild, stepgrandparent, first cousin, in-law, or any person living in the same household as the employee. "Administrator" is defined as the superintendent, all assistant or associate superintendents, principals, assistant principals, district office administrators, and any other administrators who have supervisory responsibilities. This limitation on employment of Relatives shall apply to both full and part-time Administrative employees, irrespective of whether it is a paid or unpaid position. The prohibition of employing Relatives, as noted above, shall not apply when a majority of disinterested Board members conclude that, considering such factors as the person's experience, qualifications and/or the nature of the position, the public interest would be served and not harmed as a result of the waiver. Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board. No candidate for employment as an Administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.
SC 1109 Title 22 Sec. 49.111 et seq	

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<p>SC 111 23 Pa. C.S.A. 6301 et seq</p>	<p>No candidate shall be employed until such candidate has complied with any mandatory background checks, applicable at the time of hire, which presently include those commonly referred to as: Act 34 - Pennsylvania Criminal History Record Check as amended by Act 24 of 2011, Act 151 - Pennsylvania Child Abuse History Record Check, and Act 114 - Federal Criminal History Record Check (fingerprint check). The cost of the background checks will be at the expense of the employee.</p>
<p>42 U.S.C. Sec. 653a</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
<p>5. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>The Superintendent or designee may develop procedures for the recruitment, screening, and recommendation of candidates for employment as Administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful educational training and experience. 2. Scholarship and intellectual prowess. 3. Appreciation of children. 4. Emotional and mental maturity and stability. <p>The Superintendent or designee shall, in the conduct of recruiting activities, seek candidates throughout the country and seek candidates from this state and surrounding states.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>