

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED
EMPLOYEES

ADOPTED: April 28, 2004

REVISED: December 05, 2011

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.
2. Authority SC 406	The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.
3. Guidelines	Approval shall normally be given to the candidates for employment recommended by the Superintendent and/or any other authorized district administrator. When any recommended candidate has been rejected by the Board, the Superintendent shall make an alternate recommendation. All applications for employment shall be referred to the Superintendent. No two (2) Relatives from any one (1) family may be employed at the same school or District Administrative Office.
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. This limitation on employment of Relatives shall apply to regular, full-time employees, regular and part-time employees, long-term temporary employees, and coaches, 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. An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board. Utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next regular

<p>42 U.S.C. Sec. 653a</p>	<p>meeting. The district shall submit a New Hire Report for each employee required to be reported by law.</p>
<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>20 U.S.C. Sec. 6319</p>	<p><u>Title I Paraprofessionals</u></p> <p>All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of study at an institution of higher learning. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a state or local assessment.
<p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>Title I paraprofessionals who solely coordinate parent/guardian involvement activities or act as translators are exempt from the above qualifications.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for classified employment in accordance with Board policy and state and federal law 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 training and experience. 2. Appreciation of children. 3. Skills required to complete essential job functions. 4. Emotional and mental maturity and stability.
<p>42 U.S.C. Sec. 12101 et seq</p>	<p>The administration may administer screening tests that bear upon the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
<p>20 U.S.C. Sec. 6319</p>	<p>The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the</p>

<p>Title 22 Sec. 14.105 Pol. 113</p>	<p>qualifications required by federal law and regulations.</p> <p>Special Education Paraprofessionals All instructional paraprofessionals hired on or after July 1, 2010, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and at least one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of postsecondary study. 2. Obtained an Associate’s or higher degree. 3. Met a rigorous standard of quality through a state or local assessment.
<p>Title 22 Sec. 14.105</p>	<p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p>
<p>Title 22 Sec. 14.105</p>	<p>Personal Care Assistants A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty- (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p>
<p>Title 22 Sec. 14.105</p>	<p>Educational Interpreters An educational interpreter is an individual who provides students who are deaf or significantly hearing impaired with interpreting or translating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p>
<p>School Code: 24 P.S. Sec. 108, 111, 406, 508, Federal Regulations, P.L. 88- 352, P.L. 92-318 42 U.S.C., Sec. 12101 et seq, 42 U.S.C., Sec. 653a 23 Pa. C.S.A., 6301 et seq, Board Policy 104</p>	<p>References: State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 14.105, 403.2, 403.5 Criminal History Record Information Act – 18. Pa. C.S.A. Sec. 9125 Child Protective Services Law – 23 Pa. C.S.A. Sec. 64 No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801 Board Policy – 000, 104, 113, 528</p>