

A.W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES
 TITLE: EMPLOYMENT OF EXECUTIVE DIRECTOR
 ADOPTED: December 9, 1999
 REVISED & APPROVED: August 19, 2021

302. EMPLOYMENT OF EXECUTIVE DIRECTOR	
<p>1. Purpose 24 P.S. 1850.1</p>	<p>The primary responsibility and authority for the administration of the Career Center rests in the Executive Director. Selection of an Executive Director is critical to the effective leadership and management of the Career Center.</p>
<p>2. Authority 24 P.S. 1850.1</p>	<p>When the position of Executive Director becomes vacant, the Joint Operating Committee shall elect an Executive Director by a majority vote of all members of the Joint Operating Committee and shall set the term of employment and compensation.</p>
<p>3. Guidelines</p>	<p><u>Recruitment and Assessment of Candidates</u></p> <p>The Joint Operating Committee shall actively seek candidates who meet the qualifications for the position of Executive Director. It may be aided in this task by a committee of Joint Operating Committee members and/or the services of professional consultants.</p> <p>When undertaking a search to fill the position of Executive Director, recruitment procedures shall be prepared and may include the following:</p>
<p>Pol. 104 22 PA Code 49.163 24 P.S. 1804</p>	<ol style="list-style-type: none"> 1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations. 2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants. 3. Preparation of informative materials describing the Career Center, its educational goals, Career and Technical programs and the position of the Executive Director. 4. Opportunity for selected applicants to visit the Career Center and meet with staff and other designated stakeholders at the Joint Operating Committee's invitation.
<p>Pol. 104</p>	<p>Recruitment, screening and evaluation of candidates shall be conducted in accordance with Joint Operating Committee policy, Joint Operating Committee established leadership criteria, and state and federal law.</p>

<p>24 P.S. 111 22 PA Code 8.1 et seq 23 Pa. C.S.A. 6301 et seq</p> <p>24 P.S. 111</p> <p>24 P.S. 1850.1</p> <p>Pol. 314</p>	<p>The Joint Operating Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the Career Center.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p><u>Pre-Employment Requirements</u></p> <p>A candidate shall not be employed on a permanent basis until the individual has complied with all mandatory background checks required by law, including, but not limited to criminal history and child abuse. A candidate must submit to pre-employment drug testing at the Career Center expense.</p> <p>Each candidate shall report all arrests and convictions. Candidates shall likewise report arrests and/or convictions that occur subsequent to the initial application. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> <p>An individual shall not be employed as Executive Director unless s/he has signed an employment contract or has been employed by Joint Operating Committee resolution/ action either of which may include:</p> <ol style="list-style-type: none"> 1. Term for which employment is contracted, including beginning and ending dates 2. Salary contracted and the intervals at which it will be paid. 3. Benefits to which the employee is entitled. <p>After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Joint Operating Committee may require.</p> <p>References:</p> <p>24 P.S. 108, 111, 1418, 1804, 1850.1 22 P.A. Code 8.1 et seq, 49.163, 49.171 23 Pa. C.S.A. 6301 et seq 18 Pa. C.S.A. 9125 42 U.S.C. 12101 et seq 28 PA Code 23.43, 23.44, 23.45 Pol. 104, 304.1, 314, 328</p>
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