

A.W. BEATTIE CAREER CENTER

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

303. EMPLOYMENT OF ADMINISTRATORS	
<p>1. Purpose</p>	<p>The Joint Operating Committee places substantial responsibility and authority for the effective management of the Career Center with its administrators.</p>
<p>2. Authority 24 P.S. 1850.1 22 PA Code 4.4</p>	<p>The Joint Operating Committee shall, by a majority vote of all members present, approve the employment, set compensation and establish the term of employment for each administrator employed by the Career Center.</p>
<p>3. Guidelines</p>	<p>For purposes of the 300 section of Joint Operating Committee policy, administrative positions shall be deemed the Assistant Director/Principal, Assistant Principal, Business Manager and Supervisor of Buildings and Grounds.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Executive Director and approved by the Personnel Committee.</p> <p>Any employee'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>22 Pa Code 49.161 24 P.S. 1804</p>	<p>No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.</p>
<p>24 P.S. 111 22 PA Code 8.1 et seq 23 Pa. C.S.A. 6301 et seq</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 a criminal history and child abuse. A candidate must submit to a pre-employment drug testing at the Career Center's expense.</p>
<p>4. Delegation of Responsibility</p>	<p>The Executive Director shall develop procedures for the recruitment, screening and recommendation of candidates for employment.</p>

The Executive Director shall recruit and recommend applicants in accordance with Joint Operating Committee policy and state and federal law.

The Executive Director shall seek candidates of good moral character who possess the following attributes:

1. Successful educational training and experience that relates to Career and Technical Education.
2. Scholarship and intellectual prowess.
3. Appreciation of children.
4. Emotional and mental maturity and stability.

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to school personnel so they may apply for such positions.

The Executive Director may apply necessary screening procedures to determine the candidate's ability to perform essential functions of the position.

The Executive Director 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.

24 P.S. 1850.1, 1201
22 PA Code 49.131
et seq, 339.41

Each certificated administrative employee employed by the Career Center shall be responsible for maintaining a valid certificate when such certificate is required by law.

References:

22 PA Code 4.4, 8.1 et seq, 49.131 et seq, 49.16, 339.41

23 Pa. C.S.A. 6301 et seq

24 P.S. 111, 1201, 1804, 1850.1

Pol. 104, 304.1, 328