

SECTION: EMPLOYEES
 TITLE: EMPLOYMENT OF CAREER CENTER STAFF
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A.W. BEATTIE CAREER CENTER

304. EMPLOYMENT OF CAREER CENTER STAFF	
<p>1. Authority</p> <p>24 P.S. 1850.1 22 PA Code 4.4 Pol. 328 24 P.S. 111</p> <p>24 P.S. 1201 22 PA Code 49.131 et seq 22 PA Code 339.41</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. 1204.1</p>	<p>The Joint Operating Committee places substantial responsibility for the effective management and operation of the Career Center and the quality of the educational program with its administrative, professional and support employees.</p> <p>The Joint Operating Committee shall, by a majority vote of all members, approve the employment, set the compensation and establish the term of employment for each administrative, professional and support employee employed by the Career Center.</p> <p>The Joint Operating Committee authorizes the use of professional and support employees prior to Joint Operating Committee approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee by the Executive Director.</p> <p>An 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>A candidate for employment in the Career Center shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p>A candidate for employment 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>The Career Center shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.</p>

<p>2. Delegation of Responsibility Pol. 104</p> <p>24 P.S. 1850.1, 1201 22 PA Code 49.131 et seq, 339.41</p> <p>Pol. 113</p>	<p>The Executive Director shall develop administrative regulations for recruiting, screening and recommending candidates for employment, in accordance with Joint Operating Committee policy and state and federal laws and regulations.</p> <p>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.</p> <p>Each certificated administrative and professional employee employed by the Career Center shall be responsible for maintaining a valid certificate when such certificate is required by law.</p> <p><u>Special Education Teaching Assistants</u></p> <p>All instructional paraprofessionals hired by the Career Center, who work under the direction of a certificated staff member to support or assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of postsecondary study. 2. Associate's or higher degree. 3. Evidence of meeting a rigorous standard quality through a state or local assessment. <p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p> <p>References:</p> <p>18 Pa. C.S.A. 9125</p> <p>22 PA Code 4.4, 8.1 et seq, 49.131 et seq, 339.41, 403.2, 403.4, 403.5</p> <p>23 Pa. C.S.A. 6301 et seq</p> <p>24 P.S. 108, 111, 1089, 1111, 1142, 1201, 1204.1, 1804, 1850.1</p> <p>42 U.S.C. 1201 et seq</p> <p>Pol. 104, 113, 304.1, 328</p>
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