LENAPE AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT OF STAFF

ADOPTED: February 16, 2006

REVISED: December 15, 2011
December 17, 2015
January 18, 2018

303. EMPLOYMENT OF STAFF
(formerly policies 303, 404, and 504)

The Joint Operating Committee places substantial responsibility for the effective management and operation of the school and the quality of the educational program with its administrative, professional and support employees.

1. Authority
24 P.S. 1850.1
22 PA Code 4.4
Pol. 328

The Joint Operating Committee shall, by a majority vote of all members, approve the employment; set the compensation for each administrative, professional and support employee employed by this school.

Approval shall normally be given to the candidates for employment recommended by the Administrative Director.

24 P.S. 1111

No teacher shall be employed who is related to any member of the Joint Operating Committee, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.

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 meeting.

24 P.S. 1204.1

The school shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.

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.

SC 1801
Title 22
Sec. 49.161
SC 1804

SC 111 23 Pa. C.S.A. 6301 42 U.S.C. Sec. 653a	**Pre-Employment Requirements**
24 P.S. 111.1	The school shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The school may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.
24 P.S. 111 23 Pa. C.S.A. 6344	A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.
24 P.S. 111 24 P.S. 111.1	Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.
24 P.S. 1201 24 P.S. 2070.2 22 PA Code 49.131 et seq. 22 PA Code 339.41	A candidate for employment in the school shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.
2. Delegation of Responsibility Pol. 104	The Administrative Director or appropriate personnel designated by the Administrative 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. Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to school employees so they may apply for such positions.
42 U.S.C. 12112	The Administrative Director or appropriate personnel designated by the Administrative Director may apply necessary screening procedures to determine ~~the~~ a candidate's ability to perform the job functions of the position for which a candidate is being considered.

	The Administrative Director or appropriate personnel designated by the Administrative Director shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.
24 P.S. 1850.1 24 P.S. 1201 22 PA Code 49.131 et seq. 22 PA Code 339.41	Each certificated administrative and professional employee employed by the school shall be responsible for maintaining a valid certificate when such certificate is required by law.
	Special Education Paraprofessionals
22 PA Code 14.105 Pol. 113	All instructional paraprofessionals hired by the school, 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 one (1) of the following: At least two (2) years of postsecondary study/Associate or higher degree OR Complete Credential Competency program within two (2) years of starting date.
22 PA Code 14.105	Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.