

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATORS

ADOPTED: March 14, 2006

REVISED:

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	<p>The Board places substantial responsibility and authority for the effective management of the schools with district administrators. The Board shall employ the personnel it believes will best meet the needs of the district.</p>
2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4	<p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this district.</p> <p>As the professional leader of district staff, the Superintendent shall select qualified administrative employees to fill vacancies and shall recommend candidates for employment to the Board. When any recommended candidates are rejected by the Board, the Superintendent shall make a substitute recommendation.</p>
3. Guidelines	<p>For purposes of the 300 section of Board policy, administrative positions shall be deemed to be: Superintendent, Assistant Superintendent, principals, assistant principals, and Supervisor of Special Education.</p> <p>The qualifications for a district administrator shall be determined by the Superintendent and the Board. All administrators shall be appointed following completion of a thorough application process, which shall include interviews with the Board or its 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 Board.</p>
SC 1109 Title 22 Sec. 49.111 et seq	<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>

303. EMPLOYMENT OF ADMINISTRATORS - Pg. 2

<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p>Each administrator shall be provided with a written position description approved by the Board that enumerates the duties and responsibilities of the position.</p> <p>Each principal shall serve as the chief administrative and supervisory officer and be responsible for the total operation of the school(s).</p> <p>Each principal shall report directly to the Superintendent.</p> <p><u>Nepotism</u></p> <p>Political patronage or favoritism based on a family relationship at no time will enter into the employment, assignment, or promotion of individuals.</p> <p>Board members may not vote on motions to employ relatives for any position. Candidates must receive a majority of affirmative votes of Board members, other than abstaining relatives, for employment.</p> <p>The policy of the Board shall be that spouses of Board members and district administrators shall not be employed in the Bermudian Springs School District.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p>
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303. EMPLOYMENT OF ADMINISTRATORS - Pg. 3

	<p>The Superintendent or designee 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>
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