### Williamsburg Community School District

## **Policy Guide**

# SECTION:ADMINISTRATIVE<br/>EMPLOYEESTITLE:EMPLOYMENT OF<br/>ADMINISTRATORSADOPTED:12/16/86

REVISED: 10/15/96, 5/15/07

	303. EMPLOYMENT OF ADMINISTRATORS
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with district administrators.
2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4	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.
3. Guidelines	For purposes of the 300 section of Board policy, administrative positions shall be deemed to be: Superintendent, Business Manager, High School Principal, Elementary Principal, Maintenance Supervisor, Assistant Business Manager and Secretary to the Superintendent
	The Superintendent shall recommend no fewer than three (3) applicants, and each candidate shall be interviewed by the Board.
	Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
SC 1109 Title 22 Sec. 49.111, 49.121	No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A.	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.

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Sec. 6301 et seq	
<ul> <li>4. Delegation of Responsibility 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</li> </ul>	The Superintendent 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.
	The Superintendent shall seek candidates of good moral character who possess the following attributes:
	- Successful educational training and experience.
	- Scholarship and intellectual prowess.
	- Appreciation of children.
	- Emotional and mental maturity and stability.
	The Superintendent shall, in the conduct of recruiting activities, seek candidates from this state and surrounding states.
	Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.
42 U.S.C. Sec. 12101 et seq	The Superintendent 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.
	The Superintendent 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.
	References:
	School Code – 24 P.S. Sec. 111, 508, 1106, 1109, 1142
	State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 49.111, 49.121
	Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

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Federal Anti-Discrimination Laws –
20 U.S.C. Sec. 1681 et seq. (Title IX)
42 U.S.C. Sec. 2000e et seq. (Title VII)
Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.
Board Policy – 104