



VALLEY FORGE
PUBLIC SERVICE ACADEMY
CHARTER SCHOOL

EXHIBIT 29 – Hiring Policy

Book: Policy Manual

Section: 3000 Employees

Title: Employment of Staff

Code: 3004

Status: Active

Adopted: September 24th 2025

Authority

The Board of Trustees (Board) places substantial responsibility for the effective management and operation of the Charter School and the quality of the educational program with its employees.

The Board shall be responsible to approve the employment; set the compensation; and establish the term of employment for each staff member employed by the Charter School. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Approval shall normally be given to the candidates for employment recommended by the Chief Executive Officer, who meet the requirements of Board policy.

When any recommended candidate has been rejected by the Board, the Chief Executive Officer shall make a substitute recommendation.

The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

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

Qualifications for positions, in addition to the requirements of law, regulations and Board policy, shall be advertised to potential applicants. An employee's or candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

No religious or political test or qualification shall be required for any candidate for employment.[\[5\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall develop administrative procedures for employment of staff, in accordance with Board policy and state and federal laws and regulations.[\[6\]](#)

Staff vacancies that represent opportunities for professional advancement or diversification shall be advertised to Charter School employees so they may apply for such positions.

The Chief Executive Officer or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[\[7\]](#)

The Chief Executive Officer or designee 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.

Guidelines

Pre-Employment Requirements

The Charter 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 Charter 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.[\[8\]](#)

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 Charter School has evaluated the results of that screening process.[\[2\]](#)[\[9\]](#)[\[10\]](#)

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.[\[10\]](#)

Medical Examinations

After receiving a conditional offer of employment, but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.[\[11\]](#)[\[12\]](#)

Administrator Responsibilities

Administrator - includes a staff member who by virtue of his/her position exercises management or operational oversight responsibilities for the Charter School.[\[13\]](#)

Charter School administrators are considered to be public officials under the Public Officials and Employee Ethics Act and shall comply with the requirements and file a Statement of Financial Interest in accordance with law and applicable regulations.[\[13\]](#)[\[14\]](#)[\[15\]](#)

Certification

A candidate for employment shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

Each certificated administrative and professional staff member employed by the Charter School shall be responsible for maintaining a valid certificate when such certificate is required.[\[16\]\[17\]\[19\]](#)

Professional Staff –

At least seventy-five percent (75%) of the professional staff members employed by the Charter School shall hold appropriate state certification for the area in which they are working.[\[2\]\[17\]\[18\]](#)

Professional employees who do not hold appropriate state certification must present evidence that they meet the qualifications in sections 1109 and 1209 of the School Code, and have demonstrated satisfactorily a combination of experience, achievement and qualifications as defined in the Charter School Application in basic skills, general knowledge, professional knowledge and practice, and subject matter knowledge in the subject area where the individual will teach.[\[2\]\[17\]\[20\]](#)

Principal –

Staff members serving as a principal in a Charter School building or program, who devote one-half (1/2) or more of their time to supervision and administration, shall hold appropriate state administrative certification, in accordance with law, regulations and Pennsylvania Department of Education guidance.[\[17\]\[21\]\[22\]](#)

Special Education Staff –

All individuals providing special education or related services to students with disabilities shall hold appropriate state certification in the special education area in which they are working.[\[23\]](#)

Staff members responsible for supervising special education programs and services shall hold appropriate state supervisory or administrative certification for special education

programs, in accordance with state regulations and Pennsylvania Department of Education guidance.[\[21\]](#)[\[22\]](#)[\[24\]](#)

Nepotism

The Charter School shall not employ relatives, related by blood or marriage, of any Trustee, the Chief Executive Officer or administrative staff, unless the applicant is interviewed by a committee including one or more unrelated Trustees and Charter School administrators. In such circumstances, the committee reserves the right to interview all final candidates, including the related candidate, for the open position.

No teacher shall be employed who is related to any Trustee, as defined by law, unless such teacher receives the affirmative vote of a majority of all Trustees of the Board, other than the Trustee related to the applicant, who shall abstain from voting.[\[25\]](#)

No applicant for other Charter School employment shall be employed who is related to any Trustee, unless the applicant receives the affirmative vote of a majority of all Trustees of the Board, other than the Trustee related to the applicant, who shall abstain from voting.

Any Charter School employee, or any current Trustee, who is related by blood or marriage to any person who is the subject of any personnel action, and who is or would be responsible for interviewing, evaluating, promoting, disciplining or terminating his/her relative, shall not be permitted to make any significant recommendation in any personnel action involving his/her relative.

Favoritism based on familial relationship shall not, at any time, enter into the employment, assignment or promotion of individuals, or other personnel actions.

Title I Requirements

The Charter School shall ensure that students are taught by qualified, effective educators, and that students in Title I programs receive equitable access to Charter School resources, in accordance with law, regulations and Board policy.[\[26\]](#)[\[27\]](#)[\[28\]](#)

Special Education Paraprofessionals

All instructional paraprofessionals hired by the Charter 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, shall have a secondary school diploma and one (1) of the following:[\[23\]](#)[\[29\]](#)

1. At least two (2) years of postsecondary study.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.[\[23\]](#)

Educational Interpreters

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.[\[23\]](#)

Legal

1. 24 P.S. 1716-A

2. 24 P.S. 1724-A

3. Pol. 0006

4. Pol. 3028

5. 24 P.S. 108

6. Pol. 1004

7. 42 U.S.C. 12112

8. 24 P.S. 111.1

9. 23 Pa. C.S.A. 6344

10. 24 P.S. 111

11. 24 P.S. 1418

12. Pol. 3014

13. 24 P.S. 1715-A

14. 51 PA Code 15.2

15. 65 Pa. C.S.A. 1101 et seq

16. 22 PA Code 49.1 et seq

17. 24 P.S. 1109

18. 24 P.S. 1201

19. 24 P.S. 2070.2

20. 24 P.S. 1209

21. 22 PA Code 49.121

22. PA Dept. of Education Certification Staffing Policies

23. 22 PA Code 711.5

24. 22 PA Code 49.111

25. 24 P.S. 1111

26. 20 U.S.C. 6312

27. 20 U.S.C. 6321

28. Pol. 1050

29. Pol. 1013

24 P.S. 1205.3

24 P.S. 1732-A

28 PA Code 23.43

28 PA Code 23.44

28 PA Code 23.45

18 Pa. C.S.A. 9125

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

42 U.S.C. 12101 et seq

Pol. 3004.1