

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P401 - Director Employment
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Policy Number: P401

Title: Director/Employment

Section: Personnel - Administrative Employees

Purpose

The Joint Committee places the primary responsibility and authority for the administration of this school on the Director. Selection of a Director is therefore, critical to the effective management of this school.

Authority

When the position of Director shall be vacant, the Joint Committee shall elect a Director of Career and Technical Education by a majority vote of all members of the Joint Committee and shall affix the beginning salary and effective date of appointment to office.

Selection

When the position of Director shall become vacant, the Joint Committee shall, upon recommendation of the Superintendent of Record, appoint a screening committee made up of Chief School Administrators from the participating districts, Executive Advisory Committee member(s), Joint Operating member(s) and senior Administrative Staff member(s). This committee shall be charged with the recruitment and screening of qualified candidates in accordance with the following policy:

A. Recruitment

Every opportunity will be taken to ensure that each applicant for the position is selected on the basis of qualifications, merit and ability. The Joint Committee subscribes to the fullest extent to the principle of the dignity of all and of their labors and will take affirmative action to ensure that applicants are recruited and employed without regard to their race, creed, color, sex, national origin, place of residence, political affiliation, or disability. The recruitment procedures shall be prepared in advance of the search and is included in the following:

Preparation of written specification of qualifications, in addition to proper state requirements for all applicants

Preparation of informative material describing the school and its educational goals

Solicitation of applications from a large enough geographical area to ensure a range of backgrounds and experience

Where feasible, the opportunity for applicants to visit the schools of the district

The Superintendent of Record shall make this vacancy known and encourage qualified candidates from the following sources:

The school's professional staff

Other Career and Technical schools

Colleges and universities

Professional publications

Newspaper advertisements

EASTERN's Website

A screening process shall be established that ensures the Joint Committee an opportunity to interview a sufficient number of finalist candidates, so an adequate range of choices is available for final selection.

The Joint Committee, at its discretion, may determine prior to interviewing finalists the expenses associated with such interviews that will be borne by the school.

B. Qualifications

No candidate for employment as Director shall receive recommendation for such employment without his/her certification as Director of Career and Technical Education in the Commonwealth of Pennsylvania.

Each candidate for the position of Director shall be required to pass a physical examination by a qualified physician mutually agreeable to the parties. Such examination shall be reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the school.

C. Selection

The Joint Committee shall interview all finalists as recommended by the Screening Committee and shall, based upon the recommendations of the Committee and appraisal of the candidates, select by majority vote of all members of the Joint Committee, the Director of Career and Technical Education.

Adopted: 11/11/81

Revised: 5/8/85

Revised: 3/13/13

Revised: 2/14/18