



Title: **Employment of Classified Employees**

Code: 504

Book: Policy Manual

Section: 500 Classified Employees

Purpose

The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.

Authority

The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.[\[1\]](#)

Definition

For purposes of the 500 Section of Board policy, **classified employees** shall be deemed to include the following positions: secretarial-clerical Central Office, secretarial-clerical school building, custodial-maintenance, full-time teacher aide, full-time cafeteria employees, and Title I paraprofessional.

Guidelines

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

When any recommended candidate has been rejected by the Board, the Superintendent shall make an alternate recommendation.

No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next regular meeting.

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.[\[2\]](#)[\[10\]](#)[\[11\]](#)

Title I Paraprofessionals

All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one (1) of the following:[\[4\]](#)[\[5\]](#)[\[6\]](#)

1. Completed at least two (2) years of study at an institution of higher learning.
2. Obtained an Associate's or higher degree.
3. Met a rigorous standard of quality through a formal assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for classified employment in accordance with Board policy and state and federal law and regulations.[7]

The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:

1. Successful training and experience.
2. Appreciation of children.
3. Skills required to complete essential job functions.
4. Emotional and mental maturity.

The administration may administer screening tests that bear upon the candidate's ability to perform the tasks of the job for which the candidate is being considered.[8]

The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.[5][6][9]

Adopted: **October 21, 1981**

Last Revised: **September 16, 2008**

Legal References:

- [1. 24 P.S. 406](#)
 - [2. 24 P.S. 111](#)
 - [4. 22 PA Code 403.2](#)
 - [5. 22 PA Code 403.5](#)
 - [6. 20 U.S.C. 6319](#)
 - 7. Pol. 104
 - [8. 42 U.S.C. 12112](#)
 - [9. 20 U.S.C. 7801](#)
 - [10. 22 PA Code 8.1 et seq](#)
 - [11. 23 Pa. C.S.A. 6301 et seq](#)
 - [24 P.S. 108](#)
 - [18 Pa. C.S.A. 9125](#)
 - [42 U.S.C. 12101 et seq](#)
 - Pol. 528
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