



Title: **Employment of Professional Employees**

Code: 404

Book: Policy Manual

Section: 400 Professional Employees

Purpose

The Board places substantial responsibility for effective operation of the district with professional employees who are employed by the district.

Authority

The Board shall approve the employment and fix the compensation for each professional employee employed by the district. It shall also fix the term of employment or other conditions that may reflect the difference between full-time and part-time employment. [\[1\]](#)[\[8\]](#)[\[9\]](#)

Such approval shall normally be given to those candidates for employment recommended by the Superintendent.

No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant. [\[3\]](#)

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process. [\[4\]](#)

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

The utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.

No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.[\[5\]](#)

Delegation of Responsibility

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines:

- Candidates will be recruited and recommended in accordance with Board policy, and state and federal law.[\[6\]](#)
- S/He shall seek candidates of good moral character for employment who possess the following attributes: successful educational training and experience, scholarship and intellectual vigor, appreciation of children, good physical health, emotional, and mental maturity and stability.[\[7\]](#)
- Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions.
- S/He may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.

- S/He shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.
- S/He shall annually present to the Board at its regular meeting in September the number of professional employees, temporary professional employees and substitute employees.

Adopted: **October 21, 1981**

Last Revised: **January 17, 2023**

Last Reviewed: **January 17, 2023**

Legal References:

- [1. 24 P.S. 1106](#)
 - [3. 24 P.S. 1111](#)
 - [4. 24 P.S. 111](#)
 - [5. 24 P.S. 1201](#)
 - 6. Pol. 104
 - [7. 24 P.S. 1109](#)
 - [8. 24 P.S. 1142](#)
 - [9. 24 P.S. 1146](#)
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