



Title: **Employment of Summer School Staff**

Code: 306

Book: Policy Manual

Section: 300 Employees

Authority

The Board directs that qualified and competent professional and support employees be employed to provide the District's summer school program.

When a summer school program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the District summer school program. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.

Approval shall be given to those candidates for employment chosen by the Board from a group selected by the administrative staff.

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

Pre-Employment Requirements

The District 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 District 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.[\[7\]](#)

A candidate shall not be employed until the individual 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.[\[8\]](#)[\[9\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or 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.[\[8\]](#)[\[7\]](#)

A candidate for employment in the District shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.

Vacancies for summer school employment shall be made known to District personnel so that they may apply for such positions.

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

Adopted: **April 14, 2015**

Legal References:

- [1. 24 P.S. 406](#)
 - [2. 24 P.S. 508](#)
 - [3. 24 P.S. 1109](#)
 - [4. 24 P.S. 1146](#)
 - [5. 24 P.S. 1901](#)
 - 6. Pol. 124
 - [7. 24 P.S. 111.1](#)
 - [8. 24 P.S. 111](#)
 - [9. 23 Pa. C.S.A. 6344](#)
 - [10. 24 P.S. 1201](#)
 - [11. 24 P.S. 2070.2](#)
 - [12. 22 PA Code 49.1 et seq](#)
 - [22 PA Code 8.1 et seq](#)
 - [23 Pa. C.S.A. 6301 et seq](#)
 - [24 P.S. 108](#)
 - Pol. 000
 - Pol. 104
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