Title: **Employment of Administrators**
Code: 303
Book: Policy Manual
Section: 300 Employees

Purpose

The Board places substantial responsibility and authority for the effective management of the district with administrators who are employed by the district.

Authority

The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this district.[1][2]

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

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

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.

No candidate for employment as an administrator shall receive recommendation for such employment without evidence of his/her certification as required.[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]

Delegation of Responsibility

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

- s/he shall recruit and recommend applicants in accordance with Board policy and state and federal law;[5][3]

- 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 and emotional and mental maturity and stability;

- 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; and

- 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.

Adopted: **October 21, 1981**
Last Revised: **February 16, 1993**

Legal References:

- 1. 24 P.S. 1142
- 2. 24 P.S. 1146
- 3. 24 P.S. 1109
- 4. 24 P.S. 111
- 5. Pol. 104