

ST. MARYS AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF DISTRICT
STAFF

ADOPTED: November 8, 2010

REVISED: February 9, 2015
August 8, 2016
April 16, 2018

304. EMPLOYMENT OF DISTRICT STAFF	
<p>1. Authority</p> <p>SC 406, 508, 1089, 1106, 1107, 1142-1152 Title 22. Sec. 4.4 Pol. 328</p> <p>SC 1111</p> <p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</p> <p>SC 111, Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>The Board places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative, professional and support employees.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the district.</p> <p>Candidates for employment shall be recommended by the Superintendent and the administration. No professional employee shall be appointed without the recommendation of the Superintendent. The Superintendent shall recommend up to three (3) candidates for professional positions for Board consideration, when possible.</p> <p>No teacher shall be employed who is related to any member of the Board, as defined in law, unless such teacher 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.</p> <p>The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>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.</p> <p>A candidate shall not be employed until s/he 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.</p>

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<p>SC 1204.1</p> <p>2. Delegation of Responsibility Pol. 104</p> <p>42 U.S.C. Sec. 12112</p>	<p>Candidates will be recruited and recommended in accordance with Board policy, and state and federal law.</p> <p>The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.</p> <p>The Superintendent or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations. (See screening and interview guideline attachments to this policy.)</p> <p>The hiring process for professional staff shall be a four (4) step procedure: 1-paper screening, 2-phone screening, 3-first interview and writing sample, 4 Administration and Board Personnel Committee interview. The first interview to select up to three (3) candidates for each position will be conducted by the administration. The administration may conduct further interview sessions if needed and may deny an interview to repeat applicants who do not, in the judgment of the administration, meet the criteria of the Danielson Framework.</p> <p>The Board Personnel Committee shall consist of three (3) Board members and one alternate. The Board shall create this committee to provide balanced representation.</p> <p>The final round of interviewing will be conducted by the administration and Board Personnel Committee and will be scheduled at a time convenient for this team. The Board Personnel Committee and administration will make the recommendation for employment to the full Board.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such professional positions.</p> <p>In the event of a vacancy in the administrative staff, the Superintendent will begin the process for filling such a vacancy. The Superintendent will advertise the vacancy both within and outside the district, screen the applications carefully seeking the individual whose qualifications best meet the criteria for the position, interview interested candidates seeking the advice of individuals or groups of individuals from the administrative team as s/he may choose, and recommend individuals for a specific position. The Superintendent will develop a committee to interview for vacant administrative positions, if interviews are needed.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered. All paperwork must be received prior to the application deadline.</p>
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<p>SC 1109</p>	<p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>No assurances of future permanent employment shall be given either implicitly or explicitly to temporary employees. Long-term substitutes or former employees do not have preferred status for future long term employment. In a highly competitive job market the St. Marys Area School District Board directs the administration to continue the practice of searching for the best candidate available at the time.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful educational training and experience 2. Scholarship and intellectual vigor, including such measures as collegiate grade point average 3. Teaching related activities 4. Appreciation of children 5. Emotional and mental maturity and stability.
<p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</p>	<p>Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law and maintaining all criminal/child abuse background checks required by law and undergo a new employee drug test. If the drug test is failed, employment is rescinded.</p>
<p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p> <p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p><u>Title I Requirements</u></p> <p>All elementary, middle and secondary teachers employed by the district who teach core academic subjects shall maintain certifications, as defined by federal law and state regulations.</p> <p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.</p>
<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p>All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of study at an institution of higher learning. 2. Associate's or higher degree. 3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

	<p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p> <p><u>Special Education Paraprofessionals</u></p> <p>Title 22 Sec. 14.105 Pol. 113</p> <p>All instructional paraprofessionals hired on or after July 1, 2010, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of postsecondary study. 2. Associate’s or higher degree. 3. Evidence of meeting a rigorous standard of quality through a state or local assessment. <p>Title 22 Sec. 14.105</p> <p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p> <p><u>Personal Care Assistants</u></p> <p>Title 22 Sec. 14.105</p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p> <p><u>Educational Interpreters</u></p> <p>Title 22 Sec. 14.105</p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or translating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p> <p><u>Employment Eligibility</u></p> <p>The District shall also verify the employment eligibility of the candidate to ensure that the candidate is either a U.S. citizen or alien authorized in the United States under the provisions of Federal Law. The law subjects employers that knowingly hire illegal aliens to a range of civil and criminal penalties. Hiring procedures are imposed by the Act to prevent employment of unauthorized foreign nationals and requires all candidates to provide employers of proof of both their identity and work eligibility. Once the candidate is hired, the employers must complete a government form attesting that, based upon an examination of the documents presented by the</p>
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<p>SC 1107, 1009</p>	<p>employee, the individual is authorized to work in the United States. The Act specifically outlines the types of documents employers may accept as evidence of employment eligibility. Employers are prohibited from discriminating against workers or applicants on the basis of national origin or citizenship status under the anti-discrimination provisions of the citizens or nationals over equally qualified aliens. Recommendations and references will be sought for applicants, as appropriate. Recommendations and references shall be retained confidentially and for official use only.</p> <p>Pennsylvania School Code requires teachers to be citizens of the United States. The only exception to the citizenship requirement is in regard to special teachers who speak the idiomatic or colloquial language of immigrants residing in the District, exchange teachers not permanently employed, and teachers employed for the purpose of teaching foreign languages.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 000, 104, 113, 328</p>
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