

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF DISTRICT
STAFF

ADOPTED: March 9, 2015

REVISED: March 9, 2015

<p>1. Authority</p> <p>SC 406, 508, 1089, 1106, 1107, 1142- 1152 Title 22 Sec. 4.4 Pol. 328</p> <p>2. Guidelines</p>	<p style="text-align: center;">304. EMPLOYMENT OF DISTRICT STAFF</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 classified 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 classified employee employed by the district.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>The Board authorizes the use of professional and classified 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><u>Recruitment</u></p> <p>The district will recruit qualified candidates through college placement offices, professional journals, and in cooperation with area personnel offices.</p> <p>Student teacher agreements with area colleges are encouraged as a source of prospective professional employees for the district.</p> <p>Announcement of vacancies through district postings will be used to encourage qualified internal candidates to apply.</p> <p>Newspaper classified advertisements and other means may be used to secure a broad response from qualified candidates.</p>
--	---

<p>SC 1111</p> <p>SC 1204.1</p> <p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</p>	<p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p> <p><u>Nepotism</u></p> <p>Close relatives of the Board, management, or supervisory staff shall not become employed by the district, nor shall any employee be under the immediate supervision of a close relative. The term close relative includes: spouse, parents, child, sibling, aunt, uncle, grandparent, and the spouse and the issue of any of the above, whether any of the immediately preceding relationships is by blood or marriage.</p> <p><u>Selection</u></p> <p>The district shall use the Standard Application for Teaching Positions but may establish and implement other application requirements for professional employees.</p> <p>Candidates shall be required to complete a district application, provide copies of transcripts supporting degrees listed in the application, and professional candidates shall give evidence that they hold or are eligible for certification by the Pennsylvania Department of Education.</p> <p>Principals or other administrators will review applications and conduct interviews. A local screening committee of staff members may be appointed to assist in the interviewing.</p> <p>The Superintendent, principal, and other appropriate administrators shall conduct interviews with selected finalists for instructional positions. A thorough reference investigation shall be conducted by contact with former employers, supervisors, and college placement offices.</p> <p><u>Recommendation And Appointment</u></p> <p>The Superintendent shall prepare a recommendation for consideration by the Board. The recommendation shall include education; type of certificate, where required; experience; placement on the salary schedule; and type of contract to be offered.</p> <p>Appointments are made by the Board. The Board shall be assured that all selection procedures are followed; employment goals are met; certification is proper, where required; and all questions raised have received a substantive reply.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
---	---

<p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</p>	<p>No candidate for employment shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.</p> <p>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.</p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</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>
<p>SC 111</p>	<p>Each candidate shall report, on the designated form, all 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.</p>
<p>3. Delegation of Responsibility Pol. 104</p>	<p><u>Orientation/Inservice</u></p> <p>The Superintendent or designee, or building principal and other appropriate administrators shall arrange for orientation of professional and administrative staff members of sufficient magnitude to prepare the appointee for the responsibilities of the instructional or administrative position.</p> <p>Each classified or other nonprofessional employee will be given sufficient orientation in his/her new position to help him/her become proficient in that assignment.</p>
<p>42 U.S.C. Sec. 12112</p>	<p>The Superintendent or designee shall develop administrative procedures for recruitment, screening and recommendation for employment, in accordance with Board policy and state and federal laws and regulations.</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.</p>

<p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</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>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</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>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.</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 be highly qualified, 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>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. Associates 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>Title 22 Sec. 14.105 Pol. 113</p>	<p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired by the district, 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. Associates 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>Title 22 Sec. 14.105</p>	<p><u>Personal Care Assistants</u></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>Title 22 Sec. 14.105</p>	<p><u>Educational Interpreters</u></p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating 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>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>

304. EMPLOYMENT OF DISTRICT STAFF - Pg. 6

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 104, 113, 328