

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 850

Section OPERATIONS

Title EMPLOYMENT OF DISTRICT STAFF

Adopted JUNE 21, 2016

Revised _____

	<p style="text-align: center;">POLICY NO. 850 EMPLOYMENT OF DISTRICT STAFF</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICIES 303, 404, AND 504.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board places substantial responsibility for effective management and operation of the District and the quality of the educational program with its administrative, professional, and support employees.</p> <p>This policy shall not apply for the employment of the positions Superintendent/Assistant Superintendent, Substitutes, Summer School, and Student Teachers/Interns.</p> <p>Section 2 <u>Authority</u></p> <p>The Board shall, by a majority vote of all members, approve the employment and establish the terms of employment for each administrative, professional and support employee employed by the District.</p> <p>All candidates for employment, recommended by the Superintendent, must be approved by the Board. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</p>	<p>Pol. 301,405, 407, 505</p> <p>SC 406, 508, 1089, 1106, 1107, 1142-1152 Title 22 Sec. 4.4</p>
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Hiring will be in compliance with Board Policy 803, Nepotism.

Pol. 803

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.

The District shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.

SC 1204.1

Any employee's misstatement of fact material to qualifications for employment or the 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.

SC 111.1

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for PA State Police Criminal History, PA Child Abuse History, Federal (FBI) Criminal History, and any other required clearances the District has evaluated the results of that screening processing.

SC 11123 Pa.
C.S.A. Sec. 6344

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions shall subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

SC 111, 111.1

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Section 3	<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><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to District personnel so they may apply for such positions.</p> <p>The Superintendent or designee shall apply necessary screening procedures to determine the candidate’s ability to perform the job functions of the position for which the candidate is being considered.</p> <p>The administration 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>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq.</p> <p>Pol. 104</p>
Section 4	<p>Each certificated employee employed by the District shall be responsible for maintaining a valid certificate when such certificate is required by law.</p> <p><u>Additional Employment Guidelines</u></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</p>	<p>42 U.S.C. Sec. 12112</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>

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qualifications, 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.

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma.

Title 22 Sec. 403.2,
403.5
20 U.S.C. Sec.
6319

Special Education Paraprofessionals

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:

Title 22 Sec. 14.105
Pol. 113

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.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.

Title 22 Sec. 14.105

Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.

Title 22 Sec. 14.105

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.

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Educational Interpreters

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.

Title 22 Sec. 14.105

References:

School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1

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

Educator Discipline Act – 24 P.S. Sec. 2070.2

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 – 000, 104, 113, 301, 405, 407, 505, 803