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7115 – Employment of Staff

16 The Superintendent or his/her designee, in conjunction with the Human Resources Office, shall be
17 responsible for advertising, recruiting, interviewing, and screening qualified applicants for all
18 administrative, teaching, support positions and supplemental employment. In doing so, the
19 Superintendent or his/her designee shall ensure that the broadest possible applicant pool is
20 obtained, ensure that factors such as political patronage and favoritism do not enter into an
21 employment decision or a decision to recommend an employee to the Board, and promptly report
22 any concerns that are present in this regard to the full Board.

23 All candidates recommended for employment must meet the certification requirements and
24 other qualifications that are established for the position. All qualified applicants will be given
25 consideration for employment.

26 Evaluation of the applications shall include a review of transcripts, skills possessed,
27 recommendations from references, personal interviews, testing (if applicable), and any other
28 factors deemed relevant to the search.

29 The candidates will meet with an interview team selected by the Superintendent or his/her
30 designee. The team will submit a report to the Superintendent identifying the names of the
31 recommended candidates in order of preference, the candidates' qualifications (as reviewed and
32 verified), the candidates' test scores (if applicable), and the number of candidates interviewed. The
33 Superintendent will select his/her recommended candidate based on this report.

34 Board members may attend and observe any interview session. However, with the exception of
35 the hiring of a Superintendent (which is governed by Policy 3105), the Board's involvement in the
36 interview process will be limited to observation.

37 The position, compensation, and the terms and conditions of employment will be offered through
38 the Human Resources office, subject to Board approval. When applicable, the assignment and
39 working conditions will be established using the Board-approved labor agreements.

40 The Superintendent's recommendation will be presented to the entire Board in executive session to
41 review the recommended candidate's ratings (as well as the ratings of the finalists), the justification
42 for the Superintendent's recommendation, and the recommended salary and benefits. At this time,
43 the Superintendent will also provide the Board with all information regarding the candidates that the
44 Board may request and address any questions that the Board may have with regard to either the
candidates or the process used to select a candidate.

1 A majority vote by the members of the Board, duly recorded, shall be required to approve the
2 employment, compensation, and the terms and conditions of employment for all full-time or part-
3 time administrative, teaching, support or supplemental positions. A Board member should abstain
4 from voting on a motion to employ or promote his or her family member for any position. A "family
5 member" shall be defined as a spouse, child, step-child, in-law, grandchild, parent, grandparent,
6 brother, sister, step-brother, step-sister, or any person who regularly resides in the same
7 household as the Board Member.
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9 Approval shall normally be given to the candidate for employment recommended by the
10 Superintendent. When the recommended candidate has been rejected by the Board, the
11 Superintendent shall provide an alternate recommended candidate to the Board.
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13 Except as permitted by sections 111 and 6356 of the School Code, no candidate shall be
14 employed or utilized until such candidate has complied with the mandatory background check
15 requirements for criminal history and child abuse, and the District has evaluated the results of that
16 screening process. In addition, all candidates shall accurately complete all required application
17 documents and fulfill all District and state requirements.
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19 The Board may consider an applicant's misstatement of fact with regard to the applicant's
20 qualifications, experience, criminal history, etc. to constitute grounds to either not hire an applicant
21 or to dismiss an applicant that has already been hired.
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23 Whenever possible, no individual shall commence employment until that individual has been
24 approved by the Board in accordance with this Policy. The Superintendent is authorized to utilize
25 individuals prior to approval by the Board only when such use is necessary to maintain continuity in
26 the educational program. In the event that an individual is utilized prior to being approved by the
27 Board, the Superintendent shall immediately take appropriate measures to inform the Board of the
28 nature of the necessity that required the individual to be utilized prior to Board approval.
29 Retroactive employment shall then be recommended to the Board by the Superintendent at the
30 next regular meeting.
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32 **Supplemental Employment**

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34 For all supplemental employment (athletic and non-athletic) in the District, the following
35 requirements will also be in effect:
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- 37 a. All positions shall be for one academic year only.
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- 39 b. Advertising, posting, recruiting, screening and interviewing of candidates will be the
40 responsibility of the administration.
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- 42 c. Qualifications, pay, and working conditions will be clearly advertised. A comprehensive
43 listing of expectations for each position will be made available to candidates upon
44 request.
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- 46 d. Team interviews, where appropriate, will be conducted and the interview report will be
47 submitted making the recommendation to the Board for hire.

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2 e. Candidates that are not current employees of the District must meet all of the
3 qualifications for employment.
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5 f. No other types of employment will be performed by a supplemental contract employee.
6 However, they may apply for additional working opportunities.
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8 The Warren County School District is an equal employment opportunity employer. Qualified
9 candidates will be selected without regard to race, color, family status, religious creed, ancestry,
10 age, sex, national origin, or non-job related handicap or disability.
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12 Adoption Date -

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14 Legal Reference - Collective Bargaining Agreements

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16 - School Code - 111, 508, 1106, 1109, 1109.1, 1109.2, 1111, 1142, 1146, 1152,
17 1201, 1204.1, 6356

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19 - Pa. Code – 22 Pa. Code 8.1, et seq., 22 Pa Code 49.111, 22 Pa. Code
20 49.121, 22 Pa. Code 49.81 – 49.85, 22 Pa. Code 49.101 – 49.105, Pa.
21 Code 403.4; 22 Pa. Code 403.5, 22 Pa. Code 14.105

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23 - Other Statutes – 23 Pa.C.S.A. 6301 et seq., 20 U.S.C. 1681 et seq., 20
24 U.S.C. 6319, 42 U.S.C 2000 et seq., 42 U.S.C. 12101 et seq.

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26 - Policy References - 3025, 3105, 3120, 7015, 7105, 7110, 7115