

7115 Employment

## 1. Purpose Title 22 Section 4.4

The Board places substantial responsibility for effective operation of the district with employees who are employed and/or contracted by the district.

## 2. Authority SC 1201

The Board shall consider candidates judged by the criterion established in advance of decisions as the basis by which individuals are hired for positions.

When a vacancy occurs, the Superintendent or his/her designee shall advertise and recruit for such vacancy and receive applications from candidates. Applications shall be appraised by a predetermined team with a knowledge and working understanding of the position with appropriate weight given to certification, educational preparation, experience and personal traits.

Political patronage or favoritism based on family relationship at no time will enter into the employment, assignment or promotion of individuals, and any attempt at such will not be accepted by the Superintendent and will be reported to the full Board. The Superintendent shall recommend only candidates that the team selects and has met the predetermined qualifications.

Following contractual requirements, qualified applicants within the district will be given consideration for any vacancy for which s/he qualifies and for which s/he chooses to apply. The district will not restrict itself to selecting from within the school system alone.

## 3. Delegation of responsibility SC 1109

The Superintendent or his/her designee shall be solely responsible for advertising, recruiting, interviewing, and screening qualified applicants for all administrative, teaching, support positions and supplemental employment.

An evaluation of the applications shall include a study of transcripts, skills possessed, recommendations from references, personal interviews, testing (if applicable) and any other qualifications as necessary.

The Superintendent shall have authority to recommend the personnel needed for vacancies to the Board for hiring.

The candidate(s) will meet with an interview team consisting of a minimum of one administrator and one current employee with knowledge of the position qualifications. The team will submit a report identifying the name of the

successful candidate, the qualifications reviewed and verified, test scores (if applicable) and the number of candidates interviewed. Names of alternate candidates for recommendation may be made in this report. The position and contractual benefits will be offered through the administration with Board approval. The assignment and working conditions will be established using the Board-approved labor agreements.

SC111 23 Pa. CSA 6301

No candidate shall be employed until such candidate 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.

An employee's misstatement of fact with regard to qualifications and experience for employment shall be considered by the Board to constitute grounds for dismissal or not being hired.

A majority vote by the members of the Board duly recorded shall be required to hire a candidate to a full-time or part-time administrative, teaching, support or supplemental position.

Utilization of individuals prior to employment approval by the Board is authorized to the Superintendent when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.

SC 508

A Board member must abstain from voting on motions to employ or promote relatives (father, mother, brother, sister, child, spouse, parent-in-law, grandchild, grandparent, step-parent or foster parent, first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law) for any position.

SC 1109

Every person employed to work in the public schools of this Commonwealth must be a person of good moral character, must be at least eighteen (18) years of age, and must be a citizen of the United States, or have a valid VISA to work in the Commonwealth.

It shall be the policy of the Board of Education to employ new personnel to the instructional staff who hold at least a Bachelor's Degree, with an academic major in the appropriate field and an acceptable state teacher's certificate. Persons elected to an administrative or supervisory position shall hold appropriate certificates in their fields. A person may be employed with an emergency permit

after all means to employ a properly certificated person are exhausted. Such persons will be required to meet educational obligations as soon as possible in order to obtain proper certification to maintain the position.

All instructional personnel employed in elementary and secondary schools are expected to keep themselves updated and informed of essential instructional improvements/developments through professional study, in-service programs, and/or conferences related to their fields and meet all district and state conditions for continued employment. Failure to keep certification active will be grounds for dismissal.

For all supplemental employment (athletic and non-athletic) in the District, the following will be in effect:

- a. All positions are for one academic year only.
- b. Contractual requirements will be followed without exception.
- c. Advertising, posting, recruiting, screening and interviewing of candidates will be the responsibility of the administration.
- d. Qualifications, pay, and working conditions will be clearly advertised. A comprehensive listing of expectations for each position will be made available to candidates upon request.
- e. Team interviews, where appropriate, will be conducted and the interview report will be submitted making the recommendation to the Board for hire.
- f. Candidates that are not current employees of the District must meet all of the qualifications for employment.
- g. No other types of employment will be made or implied to a supplemental contract employee. However, they may apply for additional working opportunities.

4. Warren County School District is an equal employment opportunity employer. Qualified candidates will be selected without regard to race, color, family status, religious creed, ancestry, age, sex, national origin, ~~or non-job-related handicap~~ or disability.

Adoption Date - November 11, 2002/Corrected October 13, 2003  
Legal Reference - Collective Bargaining Agreement  
Public School Code of 1949  
Sections 111, 1106, 1111, 1142, 1146, 1201