

07100 Role Assignment and Evaluation**07115 Employment of Staff**

The Superintendent or his/her designee, in conjunction with the Human Resources Office, shall be responsible for advertising, recruiting, interviewing, and screening qualified applicants for all administrative, teaching, support positions and supplemental employment. In doing so, the Superintendent or his/her designee shall ensure that:

- The broadest possible applicant pool is assembled for each hiring opportunity.
- Each hiring decision will have specific written criteria which communicate minimum, preferred, and non-negotiable qualifications for the successful candidate (including but not limited to certification, licensure, experience, degrees, transcripts, demonstrable skills, references, interviews, testing, criminal history checks, child abuse check and relevant intangibles). Alternative qualifications may also be taken into consideration.
- Written hiring criteria are used to make ranking decisions.
- All employee contracts as well as state and national laws are followed.
- Unsuccessful finalists are informed of the results.
- Factors such as political patronage, nepotism, favoritism or power manipulation do not enter into the employment recommendation or appointment.
- A reporting mechanism is in place for persons with concerns regarding the hiring process to report their concerns to the administration and Board.
- Timely filling of positions is ensured.
- Candidate confidentiality is protected.

All candidates recommended for employment must meet the requirements and/or other qualifications that are established for the position. All qualified applicants will be given consideration for employment.

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

The Superintendent or his/her designee shall develop a written procedure for the screening, interview and selection process and for submitting the recommended candidate to the Personnel Committee and Board.

Board members, **after providing notice to each Board Member**, may attend and observe, but not participate in, any interview session **relative only to the hiring of a director level or higher position. Board Members shall not be permitted to attend, observe, or participate in any interview session that does not involve the hiring of a director level or higher position. This provision shall not govern the hiring of a Superintendent, which shall be governed by Policy 3105 and the School Code.**

The position, compensation, and the terms and conditions of employment will be offered through the Superintendent or his/her designee, subject to Board approval. When applicable, the assignment and working conditions will be established using the Board-approved labor agreements.

A majority vote by the members of the Board, duly recorded, shall be required to approve the employment, compensation, and the terms and conditions of employment for all full-time or part-time administrative, teaching, support or supplemental positions.

Except as permitted by section 111 of the School Code and Act 151, no candidate shall be employed or utilized 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.

In addition, all employees and candidates are required to submit a written report of any arrest or conviction for any offense, as outlined in Section 111 of the School Code, within seventy-two (72) hours of such arrest or conviction. An employee or candidate shall be required to submit a current criminal history background check report if the Superintendent or his/her designee has a reasonable belief that the employee or candidate was arrested or has been convicted of an offense required to be reported by law, and the employee or candidate has not notified the Superintendent or his/her designee. An employee's, or candidate's, failure to accurately report arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action, disqualification from employment, and/or criminal prosecution.

The Board may consider an applicant's misstatement of fact or the omission of a material fact with regard to the applicant's qualifications, experience, criminal history, etc. to constitute grounds to either not hire an applicant or to dismiss an applicant that has already been hired.

Whenever possible, no individual shall commence employment until that individual has been approved by the Board in accordance with this Policy. The Superintendent is authorized to utilize individuals prior to approval by the Board only when such use is necessary to maintain continuity in the educational program. In such case, retroactive employment shall be recommended to the Board by the Superintendent at the next regular meeting.

For all supplemental employment (athletic and non-athletic) in the District, all positions shall be for one academic year only.

The Warren County School District is an equal employment opportunity employer. Qualified candidates will be selected without regard to race, color, religious creed, ancestry, age, sex or national origin. The District also will comply with the Americans with Disabilities Act.

Policy References:

Legal Reference -

Collective Bargaining Agreements

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

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

Other Statutes - 23 Pa.C.S.A. 6301 et seq., 20 U.S.C. 1681 et seq., 20 U.S.C. 6319, 42 U.S.C. 2000 et seq., 42 U.S.C. 12101 et seq., Act 151, 24 P.S. 10-1001 et seq., 24 P.S. 10-1071 et seq.

Cross Reference - Policies 3025, 3105, 3120, 7015, 7105, and 7110