

April policies changes

- #304      Delegation of Responsibility      Remove: "administrative"
- #305      Delegation of Responsibility      Remove: "administrative"
- #306      Delegation of Responsibility      Remove: "administrative"
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- #311      Delegation of Responsibility      Remove in 7<sup>th</sup> paragraph:  
"administrative regulations and"

- #312      Are the mutually agreed upon performance standards posted on the  
district website as stated in this policy??



Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Number	301
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1001</a>
	<a href="#">2. 24 P.S. 1106</a>
	<a href="#">3. 24 P.S. 1107</a>
	<a href="#">4. 22 PA Code 4.4</a>
	5. Pol. 328
	6. Pol. 104
	<a href="#">24 P.S. 1075</a>

### **Authority**

Positions for administrative, professional and classified employees shall be established by the Board in order to provide **the** effective leadership and management **necessary to operate** district **schools** and to provide **quality** educational programs and services, consistent with the needs of the schools and the resources of the community.

The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of **staff** positions deemed necessary for effective management of the district **and** operation of the schools.<sup>[1][2][3][4]</sup>

The initial salary or salary range for a new position shall be determined by the Board when creating **the** position, based upon the recommendation of the Superintendent and supporting documentation.<sup>[5]</sup>

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

1. Effective management of district programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the district.
5. Financial resources of the **school community**.

The Superintendent shall be responsible for recommending a new or additional administrative, professional **or** classified position.

### **Delegation of Responsibility**

Recommendations for a new or additional position shall include:

1. Job description clearly **stating** the duties for which the position was created.
2. Title that conforms with the appropriate certificate if certification is required.
3. Supporting data and other rationale relevant to the recommendation.

The Board may, through the Superintendent, seek the advice of administrative staff **when** creating a new position or increasing the number of employees in existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.<sup>[6]</sup>



Book	Policy Manual
Section	300 Employees
Title	Employment of Superintendent/Assistant Superintendent
Number	302
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1001</a> <a href="#">2. 24 P.S. 508</a> <a href="#">3. 24 P.S. 1071</a> <a href="#">4. 24 P.S. 1073</a> <a href="#">5. 24 P.S. 1076</a> <a href="#">6. 24 P.S. 1077</a> <a href="#">7. 24 P.S. 1079</a> <a href="#">8. Pol. 104</a> <a href="#">9. 24 P.S. 1002</a> <a href="#">10. 24 P.S. 1003</a> <a href="#">11. 24 P.S. 1078</a> <a href="#">12. 22 PA Code 49.41</a> <a href="#">13. 22 PA Code 49.42</a> <a href="#">14. 24 P.S. 111.1</a> <a href="#">15. 23 Pa. C.S.A. 6344</a> <a href="#">16. 24 P.S. 111</a> <a href="#">17. 24 P.S. 1004</a> <a href="#">18. Pol. 314</a> <a href="#">19. 24 P.S. 1073.1</a> <a href="#">20. 24 P.S. 1081</a> <a href="#">21. 24 P.S. 1082</a> <a href="#">22. Pol. 003</a> <a href="#">23. Pol. 312</a> <a href="#">24. 24 P.S. 1075</a> <a href="#">25. 24 P.S. 1007</a> <a href="#">26. 24 P.S. 1008</a> <a href="#">27. 2 Pa. C.S.A. 551 et seq</a> <a href="#">28. 24 P.S. 1080</a> <a href="#">18 Pa. C.S.A. 9125</a> <a href="#">22 PA Code 8.1 et seq</a> <a href="#">22 PA Code 49.171</a> <a href="#">22 PA Code 49.172</a> <a href="#">23 Pa. C.S.A. 6301 et seq</a> <a href="#">24 P.S. 108</a> <a href="#">24 P.S. 1418</a> <a href="#">28 PA Code 23.43</a> <a href="#">28 PA Code 23.44</a> <a href="#">28 PA Code 23.45</a> <a href="#">42 U.S.C. 12101 et seq</a>

## **Purpose**

The Board places the primary responsibility and authority for the administration of the district in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.[1]

## **Authority**

**During the last year of the Superintendent's term or any other time** the position of Superintendent becomes vacant, the Board shall **meet to appoint**, by a majority vote of all members of the Board, **a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.**[2][3][4]

**An Assistant Superintendent shall be appointed** by a majority vote of all members of the Board **upon** nomination of the Superintendent. **An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.**[2][3][5][6]

**At a regular Board meeting occurring** at least 150 days prior to the **expiration date** of the **Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to** notify the Superintendent or Assistant Superintendent that **the Board intends to retain him/her for a further term of three (3) to five (5) years or that other candidates will be considered for the office. If the Board fails to take such action, the current Superintendent or Assistant Superintendent shall continue in office for a term similar in length to that which s/he is currently serving.**[4][6]

**Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.**[7]

**In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.**

## **Guidelines**

### **Recruitment and Assessment of Candidates**

The Board shall actively seek **candidates who meet the qualifications and requirements** for the position of Superintendent **and/or Assistant Superintendent.** It may be aided in this task by a committee of Board members and/or the services of professional consultants.

**When undertaking a search to fill the position of Superintendent or Assistant Superintendent,** recruitment procedures shall be prepared and may include the following:

1. Preparation of a job description for the position, written in accordance with **the** requirements of federal and state laws and regulations.[8]
2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.[9][10][11][12][13]
3. Preparation of informative materials describing the school district, **the Superintendent/Assistant Superintendent position**, and **the district's** educational goals.
4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.
5. Opportunity for **selected** applicants to visit the district schools, **meet with internal staff and external stakeholders** at the Board's invitation.

Recruitment, screening and evaluation of candidates **shall be conducted** in accordance with Board policy, **Board established leadership criteria** and state and federal law.[8]

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be **reimbursed** by the school district.

A candidate's misstatement of fact material to qualifications for employment or 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.**[14]

A candidate shall **not** be employed until **the individual** 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.[15][16]

**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.**[16]

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.[17]

After receiving a **conditional** offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law **and as the Board may require.**[18]

#### **Employment Contracts**

**An individual shall not** be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract **expressly stating the terms and conditions of employment. The written contract shall:**[4]

1. **Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.**
2. **Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.**[19][20][21][22][23]
3. **Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.**[6][24]
4. **Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to renew automatically as required by law.**[4]
5. **Specify the termination, buyout and severance provisions, including all postemployment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.**
6. **Contain provisions relating to outside work that may be performed, if any.**[25][26]
7. **State that any modification to the contract must be in writing.**
8. **State that the contract shall be governed by the laws of the Commonwealth.**
9. **Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior experience as a district superintendent or assistant superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.**
10. **Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents who have no prior experience as a district superintendent or assistant superintendent.**
11. **Specify postretirement benefits and the period of time in which the benefits shall be provided.**

#### **Removal/Severance**

**A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent.**[27][28]

**Any negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited to either:**[4]

1. **The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or**
2. **The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.**

Book	Policy Manual
Section	300 Employees
Title	Employment of District Staff
Number	304
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 406</a> <a href="#">2. 24 P.S. 508</a> <a href="#">3. 24 P.S. 1089</a> <a href="#">4. 24 P.S. 1106</a> <a href="#">5. 24 P.S. 1107</a> <a href="#">6. 24 P.S. 1142-1152</a> <a href="#">7. 22 PA Code 4.4</a> <a href="#">8. Pol. 328</a> <a href="#">9. 24 P.S. 1111</a> <a href="#">10. 24 P.S. 1204.1</a> <a href="#">11. 24 P.S. 111.1</a> <a href="#">12. 24 P.S. 111</a> <a href="#">13. 23 Pa. C.S.A. 6344</a> <a href="#">14. 24 P.S. 1109</a> <a href="#">15. 24 P.S. 1201</a> <a href="#">16. 24 P.S. 2070.2</a> <a href="#">17. 22 PA Code 49.1 et seq</a> <a href="#">18. Pol. 104</a> <a href="#">19. 42 U.S.C. 12112</a> <a href="#">20. 22 PA Code 403.2</a> <a href="#">21. 22 PA Code 403.4</a> <a href="#">22. 20 U.S.C. 6319</a> <a href="#">23. 20 U.S.C. 7801</a> <a href="#">24. 22 PA Code 403.5</a> <a href="#">25. 22 PA Code 14.105</a> <a href="#">26. Pol. 113</a> <a href="#">24 P.S. 108</a> <a href="#">24 P.S. 1109.2</a> <a href="#">22 PA Code 8.1 et seq</a> <a href="#">18 Pa. C.S.A. 9125</a> <a href="#">23 Pa. C.S.A. 6301 et seq</a> <a href="#">42 U.S.C. 12101 et seq</a> <a href="#">27. Pol. 351</a>

## Purpose

The district recognizes the importance of hiring the best and most qualified **and** competent **individual** for **administrative, professional and classified positions** within the district.

## Authority

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.**

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.[1][2][3][4][5][6][7][8]

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

**In the event that a** recommended candidate **shall be** rejected by the Board, the Superintendent shall make a substitute recommendation.

No **administrative** or **classified position** applicant may be recommended for hire if such **individual shall be** a relation by blood or marriage of any Board member, unless such applicant **shall be** qualified or more qualified than all other non-relative applicants.

No teacher shall be employed who is related to any member of the Board, as defined in **law**, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.[9]

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.

The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements **for professional employees.**[10]

**An** employee's misstatement of fact material to qualifications for employment or 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.**[11]

**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.[12][13]

**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 may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.**[12]

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.[14][15][16][17]

#### Pre-Employment Drug Test

The district believes in a drug-free workplace. All employees under consideration for hire in the district shall be required to undergo a pre-employment urine drug test. The program shall be conducted through an accredited local agency, with the results submitted to the district for evaluation.[27]

Individuals recommended for hire shall be required to prove negative for illegal drugs. Failure of the drug test shall exclude the candidate from further consideration of employment. Failure to show for the drug test within a 24-hour period shall be considered an automatic positive and shall exclude the individual from further employment consideration. The test shall be at the expense of the new hire.

In the event that a prospective employee fails to undergo the test, such candidate shall not be considered as a final applicant.

#### Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for employment of staff, in accordance with Board policy and state and federal laws and regulations.[18]

It shall be the responsibility of the Superintendent to nominate for employment only those applicants who meet certifications and/or qualifications established by law and by the Board for the type of position for which the nomination shall be made.

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.

The recruitment program shall be the responsibility of the Superintendent, who may make such use of other administrative and supervisory staff members as s/he may deem necessary. Recruitment of candidates shall not be geographically delimited.

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.[19]

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

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.[14][15][17]

#### Title I Requirements

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.[20][21][22][23]

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. [21][24][22][23]

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:[20][24][22]

1. At least two (2) years of study at an institution of higher learning.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

#### 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:[25][26]

1. At least two (2) years of postsecondary study.
2. Associate's 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.[25]

#### 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.[25]

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.

#### 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.[25]



Book	Policy Manual
Section	300 Employees
Title	Employment of Substitutes and Short-Term Employees
Number	305
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 406</a> <a href="#">2. 24 P.S. 1101</a> <a href="#">3. 24 P.S. 1106</a> <a href="#">4. 24 P.S. 1148</a> <a href="#">5. 24 P.S. 111.1</a> <a href="#">6. 23 Pa. C.S.A. 6344</a> <a href="#">7. 24 P.S. 111</a> <a href="#">8. 22 PA Code 49.1 et seq</a> <a href="#">9. 24 P.S. 1109</a> <a href="#">10. 24 P.S. 1201</a> <a href="#">11. 24 P.S. 2070.2</a> <a href="#">24 P.S. 108</a> <a href="#">22 PA Code 8.1 et seq</a> <a href="#">23 Pa. C.S.A. 6301 et seq</a> Pol. 104 12. Pol. 351 13. Pol. 328

### **Authority**

Qualified and competent substitutes **for** professional **and classified** employees, **including** short-term **classified** employees, shall be employed **by** the district in order to provide continuity in the educational **programs, operations and services** of the schools.

The Board shall approve annually the names of potential professional **and** classified substitute employees and the positions in which they may substitute.  
**[1][2][3][4]**

The Board shall approve the employment, set the compensation and establish the period and terms of employment for each short-term classified employee.  
**[1][13]**

Additional names may be added to the list of substitutes by the Board during the school year.

Approval shall normally be given to **the** candidates for employment recommended by the Superintendent.

Utilization of substitutes or short-term employees prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program **and services of the district and the candidate has satisfied legal pre-employment requirements**. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

**A candidate's** misstatement of fact material to qualifications for employment or 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 substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the district or remains on the approved substitute list. 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.****[5]**

**A candidate shall not** be employed until **the individual** 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.**[6][7]**

**Each candidate shall report, on the designated form, 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.****[7]**

**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.****[8][9][10][11]**

#### **Pre-Employment Drug Test**

**The** district believes in a drug-free workplace. All substitutes **under consideration** for hire in the district **shall** be required to undergo a pre-employment urine drug test. The program **shall** be conducted through an accredited local agency, with the results submitted to the district for evaluation.**[12]**

**Individuals** recommended for hire **shall be required to** prove negative for illegal drugs. Failure of the drug test **shall** exclude the **candidate** from further consideration of employment. Failure to show for the drug test within a 24-hour period **shall** be considered an automatic positive and **shall** exclude the **individual** from further employment consideration. The test **shall** be at the expense of the new hire.

**In the event that** a prospective employee **fails to undergo** the test, such candidate **shall** not be considered as a final applicant.

### **Compensation**

Substitutes shall be paid on a per diem basis at a rate set annually by the Board for the various classes of employees.**[4]**

**A substitute employed for a full semester or more for a professional employee on leave for a specified period** shall be compensated **at a per diem rate equal to that of a temporary professional employee**, in accordance with **an** applicable collective bargaining agreement.**[41]**

### **Delegation of Responsibility**

The Superintendent or designee shall develop and implement **administrative regulations regarding** employment **of substitutes** and short-term employees.

The administration may seek recommendations from former employers and others to assess the candidate's qualifications. **Such** recommendations and references shall be retained confidentially and for official use only.

The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.



Book	Policy Manual
Section	300 Employees
Title	Employment of Summer School Staff
Number	306
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 406</a> <a href="#">2. 24 P.S. 508</a> <a href="#">3. 24 P.S. 1109</a> <a href="#">4. 24 P.S. 1146</a> <a href="#">5. 24 P.S. 1901</a> <a href="#">6. Pol. 124</a> <a href="#">7. 24 P.S. 111.1</a> <a href="#">8. 23 Pa. C.S.A. 6344</a> <a href="#">9. 24 P.S. 111</a> <a href="#">10. 22 PA Code 49.1 et seq</a> <a href="#">11. 24 P.S. 1201</a> <a href="#">12. 24 P.S. 2070.2</a> <a href="#">22 PA Code 8.1 et seq</a> <a href="#">23 Pa. C.S.A. 6301 et seq</a> <a href="#">24 P.S. 108</a> <a href="#">Pol. 104</a>

### **Authority**

The Board directs that qualified and competent **professional and classified employees** be **employed** to **provide the district's summer school program**.

When **a summer school** program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each **individual** employed in the district summer school program.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]](#)

Approval shall normally be given to **the** candidates recommended by the responsible administrator and approved by the Superintendent.

Primary consideration shall be given to candidates for summer school employment who **shall be** district staff members.

**An** employee's misstatement of fact material to qualifications for employment or 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.**[\[7\]](#)

**A** candidate shall **not** be employed until **the individual** 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.[\[8\]\[9\]](#)

**Each candidate shall report, on the designated form, 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.**[\[9\]](#)

**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.**[\[3\]\[10\]\[11\]\[12\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall develop **administrative regulations or procedures to recruit, screen and recommend** candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, **as determined by the administration**, shall be recommended.

Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.

Recommendations from former employers and others may be sought to assess the candidate's qualifications. **Such** recommendations and references shall be retained confidentially and for official use only.



Book	Policy Manual
Section	300 Employees
Title	Student Teachers/Interns
Number	307
Status	From PSBA
Legal	<a href="#">1.24 P.S. 510</a> <a href="#">2.24 P.S. 111</a> <a href="#">3.23 Pa. C.S.A. 6344</a> <a href="#">4.24 P.S. 1418</a> <a href="#">5.28 PA Code 23.43</a> <a href="#">6.28 PA Code 23.44</a> <a href="#">7.28 PA Code 23.45</a> <a href="#">8. Pol. 314</a> <a href="#">9.23 Pa. C.S.A. 6344.3</a> <a href="#">10. Pol. 907</a> <a href="#">22 PA Code 8.1 et seq</a> <a href="#">23 Pa. C.S.A. 6301 et seq</a> <a href="#">11. Pol. 351</a>

### **Authority**

The Board encourages cooperation with colleges and universities within the state **to assist** in the training of student teachers **and interns**.

The Board establishes that district schools shall accept student teachers **and interns** from accredited institutions with which the district has a cooperative agreement approved by the Board.[1]

**The Board directs that student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.**  
[2][3]

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible to assign student teachers **and interns** to the schools.

Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.

The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers **and interns** shall comply with the health examination requirements of the state and Board policy applicable to **district staff**. [4][5]  
[6][7][8]

While serving in district schools, student teachers **and interns** shall be responsible for their conduct to the supervising teacher/**administrator** and building principal.

### **Arrest or Conviction Reporting Requirements**

**Prior to being accepted into district schools, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form.**[2]

**While serving in district schools, student teachers and interns shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.**[2]

**While serving in district schools, a student teacher or intern shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.**[9]

**A student teacher or intern shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee.**[2]

**Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.**[2][9]

### **Guidelines**

#### **Observers**

Student teachers, **interns and** faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal **or designee**. [10]

#### **Student Teacher and Intern Drug Test**

**The district believes in a drug-free workplace. All student teachers and interns under consideration for student teaching and/or intern positions in the district shall be required to undergo a urine drug test. The program shall be conducted through an accredited local agency, with the results submitted to the district for evaluation.**[11]

**Individuals recommended for student teacher and/or intern position(s) shall be required to prove negative for illegal drugs. Failure of the drug test shall exclude the candidate from further consideration of student teacher and/or intern position(s). Failure to show for the drug test within a 24-hour period shall be considered an automatic positive and shall exclude the individual from further student teacher and/or intern consideration. The test shall be at the expense of the student teacher or intern candidate.**

**In the event that a prospective student teacher or intern fails to undergo the test, such candidate shall not be considered as a final applicant.**



Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Number	308
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 406</a> <a href="#">2. 24 P.S. 510</a> <a href="#">3. 24 P.S. 1089</a> <a href="#">4. 24 P.S. 1109,2</a> <a href="#">5. 24 P.S. 1121</a> <a href="#">6. 24 P.S. 1101</a> <a href="#">7. 24 P.S. 1108</a> <a href="#">8. Pol. 313</a> <a href="#">24 P.S. 1073</a> <a href="#">9. Pol. 328</a>

### **Authority**

The Board has the authority under law to prescribe employment conditions for district personnel.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

For the mutual benefit and protection of the district and **its employees**, the Board **directs that, as** the policy of this school district:

1. Professional employees, **as defined in the School Code, shall sign** an employment contract upon employment, which shall **continue in force** unless **terminated by the employee by** written resignation **presented** sixty (60) **days in advance or terminated by** the Board in **accordance** with law. **The contract shall specify those issues required by law.**[\[6\]](#)[\[5\]](#)
2. Temporary professional employees, upon attaining tenure status, shall **sign a contract for professional employees.**[\[7\]](#)[\[8\]](#)
3. Noncertificated administrative **and classified** employees shall be employed through a contract or Board resolution.[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

The administration shall **be responsible for the preparation of** written contracts to be executed for all classified **employees** assuming supervisory positions.

### **Guidelines**

The day **on** which the Board Secretary or Superintendent receives **the written** resignation shall be the starting date **of advance notification**.

**In the event that** an employee **shall** terminate without **providing** the **required written notice of resignation**, s/he shall be **compensated solely** for the days worked.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.[\[9\]](#)

The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract.





Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Number	309
Status	From PSBA
Legal	<u>1. 24 P.S. 508</u> <u>2. 24 P.S. 510</u> <u>3. 24 P.S. 111</u> 4. Pol. 317 5. 20 U.S.C. 6312 <u>6. 23 Pa. C.S.A. 6344.3</u> <u>7. 23 Pa. C.S.A. 6344.4</u> <u>22 PA Code 8.1 et seq</u> <u>23 Pa. C.S.A. 6301 et seq</u>

### **Authority**

The assignment and transfer of administrative, professional **and** classified employees **within the district** shall be **determined by the management, supervisory,** instructional and operational needs of the **schools and the school** district.

The Board shall approve the initial assignment of **all** employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.  
**[1][2]**

**Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant's official child abuse clearance statement is current.[6][7]**

**Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.[3][4]**

### **Delegation of Responsibility**

The Superintendent or designee shall provide a system of assignment or reassignment **for district employees** that includes **consideration of requests for** voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall **assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[5]**

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an **employee** during the school year for good cause, **as determined by the Board.**

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

