

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: August 19, 2002

REVISED: September 17, 2007
June 15, 2015

	303. EMPLOYMENT OF ADMINISTRATORS
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with district administrators.
2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4	The Board shall, by a majority vote of all members, approve the employment, set the compensation and establish the term of employment for each administrator employed by this district.
3. Guidelines	<p>For purposes of the 300 section of Board policy, administrative positions shall be deemed to be: Business Manager <u>Chief Financial Officer</u>, Assistant <u>Financial Officer</u> Business Manager, Directors, Assistant Directors, Principals, Assistant Principals, and Supervisors <u>(excluding First Level Supervisors), Coordinators, and Director of School Police/School Safety Coordinator.</u></p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent <u>or designee</u> shall make a substitute recommendation <u>repost the position and the rejected candidate will be notified in writing..</u></p> <p>Any employee's willful misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p> <p>SC 111.1 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.</p>

<p>SC 111 23 Pa. C.S.A. 6344 SC 111, 111.1</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse and FBI fingerprints and the district has evaluated the results of that screening process. 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.</p>
<p>SC 1109 Title 22 Sec. 49.111, 49.121</p> <p>4. Delegation of Responsibility 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p>	<p>No candidate for employment as an administrator shall receive recommendation for employment without evidence of his/her certification, if such certification is required.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes: successful educational training and experience, scholarship and intellectual prowess, appreciation of children, and emotional and mental maturity and stability.</p> <p>The Superintendent or designee shall, in the conduct of recruiting activities, give special consideration to candidates from this district, or state or surrounding states.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p>
<p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek such 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 Title 22 Sec. 49.1 et seq</p>	<p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 111.1, 508, 1106, 1109, 1142</p>

	<p>State Board of Education Regulations – 22 PA Code Sec. 4.4,8.1 et seq., 49.111, 49.121</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.2</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Federal Anti-Discrimination Laws – 20 U.S.C. Sec. 1681 et seq. (Title IX), 42 U.S.C. Sec. 2000e et seq. (Title VII)</p> <p>Americans With disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy - 104</p>
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