

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED SUPPORT EMPLOYEES

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# EAST STROUDSBURG AREA SCHOOL DISTRICT

<p>1. Authority SC 406. 508 Pol. 528</p>	<p style="text-align: center;">304.1. EMPLOYMENT OF CLASSIFIED SUPPORT EMPLOYEES</p> <p>The Board recognizes the role that qualified and competent classified support employees contribute to the effective operation of the programs of the district.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each classified employee employed by the district.</p> <p>Classified support employees shall be deemed to include the following positions:</p> <ul style="list-style-type: none"> <li>Bus Drivers</li> <li>Business Office Personnel I, II</li> <li>Cafeteria Aides</li> <li>Cafeteria Workers/Cooks</li> <li>Custodians</li> <li>Health Room Nurses</li> <li>Paraprofessionals</li> <li>Maintenance Workers I, II</li> <li>Mechanics</li> <li>Information Technologist I, II</li> <li>Secretaries</li> <li>Personal Care Assistants (formerly entitled Student Aides)</li> <li>Front Desk Receptionists</li> </ul> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent or designee. When any recommended candidate has been rejected by the Board, the Superintendent or designee shall repost the position and the rejected candidate will be notified in writing.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person 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.</p>
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<p>SC 111.1</p>	<p>An employee's knowing misstatement of fact material to qualifications for employment or determination of salary may constitute grounds for dismissal by the Board.</p> <p>The Board authorizes the use of classified support 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 meeting.</p> <p><u>Pre-Employment Requirements</u></p> <p>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 et seq</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse, FBI Criminal History Record, Act 24 and the school district has evaluated the results of that screening process.</p>
<p>SC 111, 111.1</p>	<p>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>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p><u>Paraprofessionals and Personal Care Assistant Requirements</u></p> <p>All paraprofessionals and personal care assistants shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ul style="list-style-type: none"> <li>Completed at least two (2) years of study at an institution of higher learning.</li> <li>Obtained an Associate's or higher degree.</li> <li>Met a rigorous standard of quality through a state or local assessment.</li> </ul>

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<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6319. 7801</p>	<p>The Director of HR shall annually attest for all Title I students that paraprofessionals and personal care assistants providing instructional support in such programs meet the qualifications required by federal law and regulations. The written certification shall be maintained in the district office and shall be available to the public, upon request.</p>
<p>2. Delegation of Responsibility Pol. 104</p>	<p>The Superintendent or designee shall develop administrative regulations for the recruiting, screening, and recommending candidates for classified support employment in accordance with Board policy and state and federal law and regulations.</p>
<p>42 U.S.C.</p>	<p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes: successful training and experience, appreciation of children, skills required to complete essential job functions and emotional and mental maturity.</p> <p>The Superintendent or designee may apply necessary screening to determine a candidate's ability to perform the job functions of the position for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek 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><u>Special Education Paraprofessionals</u></p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p>All paraprofessionals hired on or after July 1, 2010, 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:</p> <ol style="list-style-type: none"> <li>1. Completed at least two (2) years of postsecondary study.</li> <li>2. Obtained an Associate's or higher degree.</li> <li>3. Met a rigorous standard of quality through a state or local assessment.</li> </ol>
<p>Title 22 Sec. 14.105</p>	<p>Paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p>

<p>Title 22 Sec. 14.105</p>	<p><u>Personal Care Assistants</u></p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 111.1, 406, 508</p> <p>State Board of Education Regulations – 22 PA Code Sec 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.5</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>No Child Left Behind – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy 000, 104, 113</p>
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