

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
CONFIDENTIAL-
ADMINISTRATIVE
ASSISTANTS & FIRST LEVEL
SUPERVISORS

ADOPTED: April 19, 2021

REVISED:

304.2. EMPLOYMENT OF CONFIDENTIAL-ADMINISTRATIVE ASSISTANTS & FIRST LEVEL SUPERVISORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with district confidential-administrative assistants and first-level supervisors employed by the school district.
2. Authority SC 508	The Board shall, by a majority vote of all members, approve the employment, set the compensation and establish the term of employment for each confidential-administrative assistant and first-level supervisor employed by the school district.
3. Guidelines	<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 candidate 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> <p>Confidential-administrative assistants and first-level supervisors shall follow provisions outlined in the applicable compensation plan agreement.</p> <p>Any employee's knowing misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>The Board authorizes the use of confidential-administrative assistants and first-level supervisors when necessary to maintain continuity in the educational program. 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</p>
SC 111.1	

304.2. EMPLOYMENT OF CONFIDENTIAL-ADMINISTRATIVE ASSISTANTS &
FIRST LEVEL SUPERVISORS - Pg. 2

<p>SC 111 23 Pa. C.S.A. 6344</p> <p>SC 111, 111.1</p> <p>4. Delegation of Responsibility Pol. 104</p> <p>42 U.S.C. Sec. 12101 et seq.</p>	<p>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>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse, FBI Criminal History Check and the district has evaluated the results of that screening process.</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>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as confidential-administrative assistants and first-level supervisors. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> <p>Candidates shall be recommended on the basis of references, interview results, writing samples or other appropriate activities.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes: successful training and experience, intellectual prowess, appreciation of children, skills required to complete essential job functions 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>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>
---	---

304.2. EMPLOYMENT OF CONFIDENTIAL-ADMINISTRATIVE ASSISTANTS &
FIRST LEVEL SUPERVISORS - Pg. 3

	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 111.1, 508</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. 6344 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 000,104</p>
--	--