BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT OF SUPPORT

EMPLOYEES

ADOPTED: March 14, 2006

REVISED: January 13, 2015

504. EMPLOYMENT OF SUPPORT EMPLOYEES

1. Authority

The Board recognizes the role that qualified and competent support employees contribute to the effective operation of the programs of the district.

For purposes of the 500 Section of Board policy, **support employees** shall include all support personnel who are not members of the professional bargaining unit and are not serving in an administrative or supervisory capacity. Support positions shall include bus driver, cafeteria aides, cooks, custodians, food service workers, library aides, maintenance, secretaries, and teacher aides.

For the purpose of determining benefits, support employees shall be divided into the following categories:

Full-time Twelve-month – employees who work at least 7.5 hours daily for a terms of at least 260 days annually.

Full-time eleven-month – employees who work at least 7.5 hours daily for a term of between 220-259 days annually.

Full-time school year – employees who work at least 7.5 hours daily for a term of at least 180 days, and no more than 219 days.

Part-time – employees who work less than 7.5 hours daily for a term of at least 180 days.

Employees entitled to receive full-time benefits prior to November 12, 1991, shall continue to be entitled to receive those benefits until they terminate employment with the district.

SC 406, 508 Pol. 528 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.

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

No person shall be employed who is related to any member of the Board, as defined in statue, 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.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

The Board authorizes the use of 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.

Pre-Employment Requirements

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.

SC 111 23 Pa. C.S.A. Sec. 6344 A candidate shall not be employed until she/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.

SC 111, 111.1

SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq 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.

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.

Title 22

Sec. 403.2, 403.5	<u>Title I Requirements</u>				
20 U.S.C.					
Sec. 6319	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:				
	1. Completed at least two (2) years of study at an institution of higher learning.				
	2. Obtained an Associate's or higher degree				
	3. Met a rigorous standard of quality through a state or local assessment.				
Title 22 Sec. 403.5 20 U.S.C.	Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.				
Sec. 6319, 7801	The principal of a school providing Title I programs to students shall annually attest that paraprofessionals 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 the school office and shall be available to the public, upon request.				
3. Delegation of Responsibility Pol. 104	The Superintendent or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.				
	The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:				
	Successful training and experience.				
	2. Appreciation of children.				
	3. Skills required to complete essential job functions.				
	4. Emotional and mental maturity.				
42 U.S.C. Sec. 12112	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.				
	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.				
	Special Education Paraprofessionals				

Title 22 Sec. 14.105 Pol. 113	All instructional 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 of eligible students shall have a secondary school diploma and one (1) of the following:						
	1. Completed a least two (2) years of postsecondary study.						
	2. Obtained an Associate's or higher degree.						
	3. Met a rigorous standard of quality through a state or local assessment.						
Title 22 Sec. 14.105 Pol. 113	Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.						
	Personal Care Assistants						
Title 22 Sec. 14.105	A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.						
	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						
Title 22 Sec. 14.105	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.						
School Code 24 P.S. Sec. 108, 111.1, 406, 508							
State Board of Edu. Regulations 22 PA Code Sec. 8.1 et seq 14.105, 403.2, 403.5							
Criminal History Act 18 PA C.S.A.							

Sec. 9125 et seq.				
Child Protective Services Law 23 PA C.S.A. Sec. 6301 et seq.				
No Child Left Behind 20 U.S.C. Sec. 6319, 7801				
Americans With Disabilities Act 42 U.S.C. Sec. 12101 et seq.				
Board Policy 000, 104, 113, 528				
Educator Discipline Act – 24 P.S. Sec. 2070.2				