

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
PROFESSIONAL EMPLOYEES

ADOPTED: March 14, 2006

REVISED: January 13, 2015

	404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES
1. Purpose Title 22 Sec. 4.4	The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the district. The Board shall employ the personnel it believes will best meet the needs of district students.
2. Authority SC 508, 1106, 1142, 1146	<p>The Board, by a majority vote of all members, shall approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the district.</p> <p>As the professional leader of district staff, the Superintendent shall select qualified professional employees to fill vacancies and shall recommend candidates for employment to the Board. When any recommended candidates are rejected by the Board, the Superintendent shall make a substitute recommendation.</p>
3. Guidelines SC 1204.1	<p>The district shall use the Standard Application For Teaching Positions but may establish and implement other application requirements.</p> <p><u>Pre-Employment Requirements</u></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.
SC 111 23 Pa. C.S.A. Sec. 6344	No candidate shall be employed until such candidate 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	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

<p>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p>arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.</p> <p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p>Each professional employee shall be provided with a position description approved by the Board that enumerates the duties and responsibilities of the position.</p> <p><u>Application Procedures</u></p> <p>All applicants shall be required to submit a completed application, along with a resume and other required supporting data.</p> <p>Administrators shall review and screen application materials prior to granting any interviews.</p> <p><u>Interviews</u></p> <p>The Superintendent or designee shall arrange interviews for selected candidates after application materials have been reviewed. Principals of the school where a vacancy exists shall be the primary agents to interview candidates.</p> <p>Once initial interviews have been completed, selected candidates shall return for a second interview. The interview shall be conducted by the principals and Superintendent or designee and shall include a lesson to be taught, when applicable, to the interviewers.</p> <p>All candidates interviewed for a position shall be informed in writing of the Board's action.</p>
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<p>20 U.S.C. Sec. 6319</p>	<p><u>Title I Teachers</u></p> <p>All teachers working in a program supported with Title I funds who were hired after January 8, 2002, shall be highly qualified, as defined by federal law and regulations.</p>
<p>SC 1111</p>	<p><u>Nepotism</u></p> <p>Political patronage or favoritism based on a family relationship at no time shall enter into the employment, assignment or promotion of individuals.</p> <p>No teacher shall be employed who is related to a member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a majority of all Board members other than the member related to the applicant, who shall not vote.</p> <p>The policy of the Board shall be that spouses of Board members and district administrators shall not be employed in the Bermudian Springs School District.</p>
<p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for employment as professionals, in accordance with Board policy and state and federal law and regulations.</p> <p>Candidates shall be recommended on the basis of references, as well as demonstration lessons or other appropriate activities.</p>
<p>SC 1109</p>	<p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> <li>1. Successful educational training and experience.</li> <li>2. Scholarship and intellectual prowess, including such measures as collegiate grade point average.</li> <li>3. Appreciation of children.</li> <li>4. Emotional and mental maturity.</li> </ol> <p>The Superintendent or designee shall, in the conduct of recruiting activities, seek applicants who have graduated from a variety of public and private institutions of higher education.</p> <p>The Superintendent or designee may apply necessary screening procedures to</p>

<p>SC 1201 Title 22 Sec. 49.81 et seq</p> <p>20 U.S.C. Sec. 6319</p> <p>School Code 111, 111.1, 508, 1106,1109, 1111, 1201, 1204.1</p> <p>PA Code Title 22 Sec. 4.4, 8.1 et seq, 49.81 et seq</p> <p>PA Code Title 22 Sec. 403.1, 403.4</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>Federal Regulations P.L. 88-352 P.L. 92-318</p> <p>Educator Discipline Act 24 P.S. Sec. 2070.2</p>	<p>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 recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>Each professional staff member employed by the district shall be responsible for maintaining a valid teaching certificate.</p> <p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal and state 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.</p>
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