

# SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATIVE DIRECTOR/  
ASSISTANT ADMINISTRATIVE  
DIRECTOR

ADOPTED: April 18, 2002

REVISED: December 18, 2014

	<p style="text-align: center;"><b>302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/ ASSISTANT ADMINISTRATIVE DIRECTOR</b></p>
1. Purpose SC 1850.1	<p>The Joint Operating Committee places the primary responsibility and authority for the administration of this school in the Administrative Director and Assistant Administrative Director. Therefore, selection of an Administrative Director or Assistant Administrative Director is critical to the effective management of the school.</p>
2. Authority SC 1850.1	<p>When the position of Administrative Director or Assistant Administrative Director becomes vacant, the Joint Operating Committee shall elect an Administrative Director or Assistant Administrative Director by a majority vote of all members and shall set the compensation and term of office.</p> <p>The Joint Operating Committee shall actively seek the best qualified and most capable candidate for the position of Administrative Director. It may be aided in this task by a committee of Joint Operating Committee members, the services of professional consultants and/or the counsel of the retiring Administrative Director.</p> <p>The Joint Operating Committee will seek applicants for the position of Assistant Administrative Director by nomination of the Administrative Director.</p>
3. Guidelines	<p><u>Recruitment And Assessment Of Candidates</u></p> <p>The Joint Operating Committee shall actively seek candidates who meet the qualifications for the position of Administrative Director or Assistant Administrative Director. It may be aided in this task by a committee of Joint Operating Committee members; the counsel of the Chief School Administrator and/or the counsel of the retiring Administrative Director.</p>

302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/  
ASSISTANT ADMINISTRATIVE DIRECTOR - Pg. 2

<p>Pol. 104</p> <p>SC 1804 Title 22 Sec. 49.163</p> <p>Pol. 104</p> <p>SC 111.1</p> <p>SC 111 23 Pa. C.S.A. Sec. 6344</p>	<p>When undertaking a search to fill the position of Administrative Director or Assistant Administrative Director, recruitment procedures shall be prepared and may include the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.</li> <li>2. Preparation of written qualifications, in addition to proper state requirements, for all applicants.</li> <li>3. Preparation of informative material describing the school and its educational goals and vocational technical programs and the position of the Administrative Director or Assistant Administrative Director.</li> <li>4. Opportunity for selected applicants to visit the school, and meet with staff and other designated stakeholders at the Joint Operating Committee's invitation.</li> </ol> <p>Recruitment, screening and evaluation of candidates shall be conducted in accordance with Joint Operating Committee policy Joint Operating Committee established leadership criteria and state and federal law.</p> <p>The Joint Operating Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p><u>Pre-Employment Requirements</u></p> <p>The school 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 school (center) 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>A candidate shall not be employed until such individual has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.</p>
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302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/  
ASSISTANT ADMINISTRATIVE DIRECTOR - Pg. 3

<p>SC 111, 111.1</p>	<p>Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or 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>An individual shall not be employed as Administrative Director or Assistant Administrative Director unless s/he has signed an employment contract or has been employed by Joint Operating Committee resolution, either of which may include:</p>
<p>SC 1850.1</p>	<ol style="list-style-type: none"> <li>1. Term for which employment is contracted, including beginning and ending dates.</li> <li>2. Salary contracted and the intervals at which it shall be paid.</li> <li>3. Benefits to which the employee is entitled.</li> <li>4. Procedures for resolution of misunderstandings or disagreements.</li> <li>5. Statement of mutually agreeable evaluation procedures.</li> </ol>
<p>Pol. 314</p>	<p>After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Joint Operating Committee may require at the candidate's expense.</p> <p>Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111,111.1, 1418, 1804, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.163, 49.171</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p>

302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/  
ASSISTANT ADMINISTRATIVE DIRECTOR - Pg. 4

	<p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Joint Operating Committee Policy – 104, 314</p>
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