

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: April 18, 2002

REVISED: October 20, 2011

<p>1. Authority</p> <p>SC 1850.1 Title 22 Sec. 4.4 Pol. 328</p> <p>SC 1111</p> <p>SC 1201 Title 22 Sec. 49.131 et seq, 339.41</p>	<p style="text-align: center;">303. EMPLOYMENT OF ADMINISTRATORS</p> <p>The Joint Operating Committee places substantial responsibility for the effective management and operation of the school with its administrators.</p> <p>The Joint Operating Committee shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this school.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Administrative Director.</p> <p>When any recommended candidate has been rejected by the Joint Operating Committee, the Administrative Director shall make a substitute recommendation.</p> <p>No teacher shall be employed who is related to any member of the Joint Operating Committee, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.</p> <p>The Joint Operating Committee authorizes the use of employees prior to Joint Operating Committee approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.</p> <p>Any employee'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>A candidate for employment as an administrator in the school shall not receive a recommendation for employment without evidence of his/her certification, when such certification is required.</p>
---	---

<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. 6301 et seq</p>	<p>A candidate shall not be employed until s/he 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>
<p>SC 111</p>	<p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</p>
<p>SC 1204.1</p>	<p>The school shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.</p>
<p>2. Delegation of Responsibility Pol. 104</p>	<p>The Administrative Director or designee shall develop administrative regulations for recruiting, screening, and recommending of candidates for employment in accordance with Joint Operating Committee policy and state and federal laws and regulations.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to school employees so they may apply for such positions.</p>
<p>42 U.S.C. Sec. 12112</p>	<p>The Administrative Director or designee may apply necessary screening procedures to determine the candidate's ability to perform the job functions of the position for which a candidate is being considered.</p> <p>The Administrative Director 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>SC 1201, 1850.1 Title 22 Sec. 49.131 et seq, 339.41</p>	<p>Each certificated administrative employee employed by the school shall be responsible for maintaining a valid certificate when such certificate is required by law.</p>

References:

School Code – 24 P.S. Sec. 108, 111, 1089, 1111, 1142, 1201, 1204.1, 1804, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.131 et seq., 339.41, 403.2, 403.4, 403.5

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Joint Operating Committee Policy – 000, 104, 113, 328