

SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: May 16, 2002

REVISED: December 18, 2014

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	
<p>1. Authority</p> <p>SC 1850.1 Title 22 Sec. 4.4 Pol. 428 Articles of Agreement</p> <p>SC 1111</p> <p>SC 1204.1</p>	<p>The Joint Operating Committee places substantial responsibility for the effective management and operation of the school and the quality of the educational program with the professional staff.</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 professional staff member employed by the school.</p> <p>Approval shall normally be given to the 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 statute, 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 professional 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>The school shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.</p>

<p>SC 111.1</p> <p>SC 111 23 Pa. C.S.A. Sec. 6344</p> <p>SC 111, 111.1</p> <p>SC 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.131 et seq, 339.41</p> <p>2. Delegation of Responsibility Pol. 104</p> <p>42 U.S.C. Sec. 12112</p>	<p>An 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><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 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 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>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>A candidate for employment in the school shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p>The Administrative Director or designee shall develop administrative regulations for recruiting, screening and recommending candidates for employment in accordance with Joint Operating Committee policy and state and federal law 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>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>
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<p>SC 1201, 1850.1 Title 22 Sec. 49.131 et seq, 339.41</p>	<p>The Administrative Director or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.</p> <p>Each certificated administrative and professional employee employed by the school shall be responsible for maintaining a valid certificate when such certificate is required by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 1089, 1111, 1142, 1201, 1204.1, 1804, 1850.1</p> <p>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</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.2</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. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Joint Operating Committee Policy – 000, 104, 113, 328</p>
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