

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED
EMPLOYEES

ADOPTED: June 20, 2002

REVISED: December 18, 2014

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
<p>1. Authority</p> <p>SC 1850.1 Title 22 Sec. 4.4 Pol. 528</p> <p>SC 111.1</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 its support employees.</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 support employee staff member employed by the 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 an alternate recommendation.</p> <p>The Joint Operating Committee authorizes the use of support 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>An employee's misstatement of fact material to qualifications for employment or the 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>SC 111 23 Pa. C.S.A. Sec. 6344</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, 111.1</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>SC 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.131 et seq, 339.41</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>2. Delegation of Responsibility Pol. 104</p>	<p>The Administrative Director or designee shall develop administrative regulations for the recruiting, screening, and recommending 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 a candidate's ability to perform the job functions of the position for which the 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. Such recommendations and references shall be retained confidentially and for official use only.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired by the school, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of postsecondary study.

<p>Title 22 Sec. 14.105</p>	<p>2. Associate's or higher degree.</p> <p>3. Evidence of meeting a rigorous standard of quality through a state or local assessment.</p> <p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Personal Care Assistants</u></p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>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.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Educational Interpreters</u></p> <p>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.</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, 528</p>