

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATIVE,  
PROFESSIONAL AND  
CLASSIFIED EMPLOYEES

ADOPTED: FEBRUARY 19, 2015

REVISED: JANUARY 15, 2015

<p>1. Purpose Title 22 Sec. 4.4</p> <p>2. Authority SC 508, 1106, 1142, 1146</p> <p>SC 1111</p> <p>3. Definition</p> <p>4. Guidelines</p> <p>School Code 111, 508, 1106, 1109, 1111, 1201, 1204.1, 1109</p>	<p style="text-align: center;"><b>303. EMPLOYMENT OF ADMINISTRATIVES, PROFESSIONAL AND CLASSIFIED EMPLOYEES</b></p> <p>The Board places substantial responsibility for the effective management, operation, of the educational program and the schools with the administrative, professional, and classified staff employed by the district.</p> <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 administrative, professional, and classified staff member employed by the district.</p> <p>The Board has the authority, while complying with confidentiality guidelines, to review applications of candidates.</p> <p>No administrator, professional, or classified staff member shall be employed who is related to any member of the Board or district employee, unless such employee receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote. In the event a qualified relative of a district employee or school Board member is employed by the district, that individual may not be directly supervised, rated, or evaluated by a relative.</p> <p>For the purpose of this policy, relatives will be defined as including the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee and any other relative living in the immediate household of the employee.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>The district shall use the Standard Application For Professional and Classified employment but may establish and implement other application requirements.</p> <p><u>Pre-Employment Requirements</u></p>
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303. EMPLOYMENT OF ADMINISTRATIVES, PROFESSIONAL AND CLASSIFIED EMPLOYEES 2

<p>SC 111.1</p>	<p>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.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6344 6301 et seq Title 22 Sec. 8.1 et seq Pol. 354</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse, state-mandated health form, Act 24, pre-employment drug testing, and the district 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>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>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.81 et seq 42 U.S.C. Sec. 653a</p>	<p>No candidate for administrative/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><u>Title I Teachers</u></p>
<p>20 U.S.C. Sec. 6319</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>

303. EMPLOYMENT OF ADMINISTRATIVES, PROFESSIONAL AND CLASSIFIED EMPLOYEES 3

<p>5. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p> <p>20 U.S.C. Sec. 6319</p> <p>PA Code Title 22 Sec. 4.4, 8.1et 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. 6301et seq</p> <p>Federal</p>	<p><u>Title I Paraprofessionals</u> All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> <li>1. Completed at least two years of study at an institution of higher learning.</li> <li>2. Obtained an Associate’s degree.</li> </ol> <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p> <p>The principal of a school providing Title I programs to students shall annually attest that professional/paraprofessional 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> <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>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 may apply necessary screening procedures or tests to 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</p>
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303. EMPLOYMENT OF ADMINISTRATIVES, PROFESSIONAL AND CLASSIFIED EMPLOYEES 4

<p>Regulations P.L. 88-352 P.L. 92-318</p>	<p>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>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 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>No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 000, 104, 113, 328</p>
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