

# PETERS TOWNSHIP SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF DISTRICT  
STAFF

ADOPTED: March 16, 2015

304. EMPLOYMENT OF DISTRICT STAFF	
<p>1. Authority</p> <p>SC 406, 508, 1089, 1106, 1107, 1142- 1152</p> <p>Title 22 Sec. 4.4 Pol. 328</p>	<p>The Board places substantial responsibility for the effective management and operation of District schools and the quality of the educational program with its administrative, professional and support employees.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the District.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</p> <p>It is the policy of the District to recruit, select, hire and promote the most qualified persons for open positions based on open competition consistent with law and regulations.</p> <p>In the absence of candidates who merit recommendation with complete confidence, no recommendation will be presented and the vacancy will be filled on an interim or substitute basis, or not at all, until a suitable candidate is found.</p>
<p>2. Delegation of Responsibility Pol. 104</p>	<p>The Superintendent or designee shall develop administrative regulations for recruitment, screening and employment of staff, in accordance with Board policy and state and federal laws and regulations.</p> <p>The Superintendent or designee is responsible for:</p> <ol style="list-style-type: none"> <li>1. Designating staff members having primary responsibility for screening and interviewing candidates and presenting a recommendation for hire.</li> <li>2. Developing an interview process and applicant evaluation process. Appropriate supervisory personnel and/or appropriate faculty members will be involved in the interviewing and selection process. No recommendation for appointment will be based on the judgment of fewer than two (2) members of the professional staff and the Superintendent or designee, each of whom has interviewed the recommended candidate.</li> </ol>



<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 District has evaluated the results of that screening process. All employees shall be responsible for maintaining mandatory background checks as required by law.</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 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq</p>	<p>Prior to a decision to hire, a candidate’s pre-employment information will be available to any School Board Director to view upon request and an opportunity will be provided to the Board to interview the candidate(s), at the Board’s discretion.</p> <p>A candidate for employment in the District shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to District employees so they may apply for such positions.</p>
<p>42 U.S.C. Sec. 12112</p>	<p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p>
<p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</p>	<p>Each certificated administrative and professional employee employed by the District shall be responsible for maintaining a valid certificate when such certificate is required by law</p> <p><u>Title I Requirements</u></p>
<p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p>	<p>All elementary, middle and secondary teachers employed by the District who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</p>

<p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the District Office and the school office and shall be available to the public, upon request.</p>
<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p>All paraprofessionals providing instructional support in a program supported by Title I funds 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. At least two (2) years of study at an institution of higher learning.</li> <li>2. Associate's or higher degree.</li> <li>3. Evidence of meeting a rigorous standard of quality through a state or local assessment.</li> </ol> <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired by the District, 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"> <li>1. At least two (2) years of postsecondary study.</li> <li>2. Associate's or higher degree.</li> <li>3. Evidence of meeting a rigorous standard of quality through a state or local assessment.</li> </ol>
<p>Title 22 Sec. 14.105</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>

