

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED:

REVISED:

	404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES
1. Purpose Title 22 Sec. 4.4	The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the district.
2. Authority SC 508 , 1106, 1142, 1146 SC 1111	The Board, by a majority vote of all members , shall approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the district. No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher 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.
3. Guidelines SC 1204.1 SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	Approval shall normally be given to the candidates for employment recommended by the Superintendent. The district shall use the Standard Application For Teaching Positions but may establish and implement other application requirements. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse, FBI and the district has evaluated the results of that screening process. Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board. 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>SC 1201 Title 22 Sec. 49.81 et seq</p>	<p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p>
<p>42 U.S.C. Sec. 653a</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
<p>20 U.S.C. Sec. 6319</p>	<p><u>Title I Teachers</u></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>
<p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</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>SC 1109</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"> 1. Successful educational training and experience. 2. Scholarship and intellectual prowess, including such measures as collegiate grade point average. 3. Appreciation of children. 4. Emotional and mental maturity. <p>The Superintendent or designee shall, in the conduct of recruiting activities, seek candidates from this state and surrounding states and who have graduated from a variety of public and private institutions of higher education.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p>

<p>I. Recruitment</p>	<ul style="list-style-type: none"> A. Professional vacancies shall be posted in accordance with the collective bargaining agreement. B. Professional vacancies may be advertised in local newspapers as determined by the administration. C. Contact may be made with other school districts, educational institutions and other resources for assistance in locating qualified candidates.
<p>II. Screening</p>	<ul style="list-style-type: none"> A. Candidates for a vacancy may submit a standard state approved application or apply in person to the District Board office when vacancies occur. Required credentials include PA certification, PRAXIS results or other test scores, transcripts, three letters of reference, valid Act 34, 151clearances and FBI background check. If submitting through <u>PA-Educator.net.</u>, the applicant must reference this in their interest letter. B. Candidates will be ranked during a pre-screening process. The administration will conduct first round interviews with the top ranking candidates from the pre-screening process. Ideally, a minimum of six interviews shall be scheduled for each vacancy. Board requests for interviewees at the first round level will be honored if the candidate meets the minimum requirements. C. If the need exists for second – round interviews, candidates may demonstrate evidence of qualifications for the position through performance-based exercises that may include the following: teaching a lesson of approximately 20 minutes, technology exercises, etc. D. A minimum of three professional references shall be consulted for candidates presented to the Board. E. A basic internet search will be conducted on each candidate presented to the Board.
<p>III. Recommendation</p>	<ul style="list-style-type: none"> A. The superintendent shall present to the Board in rank order a minimum of three candidates (if available) and qualified long term substitutes who have worked a minimum of ninety (90) consecutive days during the current or past school year. B. The Board will interview the candidates and select one for employment. Each Board of Director will receive “one” vote per position. If there is not one candidate with a majority of the Board’s votes, the candidate with the least number of votes will be eliminated. The board will again vote until there is a candidate with the majority of votes. C. The selected candidate will be provided a “contingent offer of employment” until successfully passing a pre-employment drug screening

<p>SC 1201 Title 22 Sec. 49.81 et seq</p>	<p>Each professional staff member employed by the district shall be responsible for maintaining a valid teaching certificate.</p>
<p>20 U.S.C. Sec. 6319</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, 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>School Code 111, 508, 1106, 1109, 1111, 1201, 1204.1</p>	
<p>PA Code Title 22 Sec. 4.4, 8.1 et 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. 6301 et seq</p>	
<p>Federal Regulations P.L. 88-352 P.L. 92-318</p>	