# BALD EAGLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF

**CLASSIFIED STAFF** 

ADOPTED: May 14, 2009

**REVISED:** 

304.2	<b>EMPI</b>	OYMENT	OF (	CLAS	SSIFIED	STAFF
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1. Authority

The Board places substantial responsibility for the effective operation of district schools with its classified employees. Classified positions shall include secretarial and office positions, teacher assistants and paraprofessional positions, and noncertificated positions established by the district. Custodial and cafeteria positions and related policies shall be in accordance with the current bargaining agreements.

SC 406, 508 Pol. 328 The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each classified employee employed by the district.

The Board authorizes the use of classified employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq 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.

2. Delegation of Responsibility Pol. 104 The Superintendent or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.

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## 42 U.S.C. Sec. 12112

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.

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

#### 3. Guidelines

A standard application form for employment, along with individual letters of application with personal resumes, shall be completed by all persons interested in becoming a candidate for a classified position. Applications may be secured from all of the administrative offices within the district.

Interviewing and screening will be done by the immediate supervisor of the position to be filled, and candidates will be recommended to the Superintendent for selection. Candidates will be presented to the Board for final approval.

Candidates for employment shall not be interviewed or selected by an employee or representative of the district who is a member of the same household or immediate family. In cases where this limitation would preclude a functional interview committee, the Superintendent shall appoint additional members from the staff or community as necessary.

#### Title I Requirements

Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319 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:

- 1. At least two (2) years of study at an institution of higher learning.
- 2. Associate's or higher degree.
- 3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

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Title 22
Sec. 403.5
20 U.S.C.
Sec. 6319, 7801

The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.

#### References:

School Code – 24 P.S. Sec. 108, 111, 406, 508

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.2, 403.5

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 000, 104, 328