

CARLISLE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: September 21, 2006

REVISED: February 18, 2010
February 19, 2015
September 17, 2015

| 303. EMPLOYMENT OF ADMINISTRATORS | |
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| 1. Purpose | The Board places substantial responsibility and authority for the effective management of the schools with district administrators. |
| 2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4 SC 1111 | <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 administrator employed by this district.</p> <p><u>Employment History Review</u></p> <p>The District shall perform an employment history review as required by state law before offering employment to a candidate. Failure to accurately disclose 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 received during the review 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. The District may not hire an applicant who fails to provide the information required during the review. Where appropriate and in consultation with the District Solicitor, the Board may hire applicants pending satisfactory completion of the employment history review. The Administration is authorized to use its discretion to conduct further investigations of prospective employees or require applicants to provide additional information or authorizations beyond what is required under the law.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person 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.</p> |
| 3. Guidelines | <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>Any employee's misstatement of fact material to qualifications for employment or</p> |

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| <p>SC 1109 Title 22 Sec. 49.111 et seq</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p> | <p>determination of salary shall constitute grounds for dismissal by the Board.</p> <p>No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.</p> <p>No candidate shall be employed until such candidate 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 must obtain new State Police criminal history, child abuse, and federal criminal history clearances every 60 months/5 years as required by law. Employees who fail to obtain new clearances in a timely manner will be subject to discipline up to and including termination.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</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. 3. Understanding of children and child development. 4. Emotional and mental maturity and stability. <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</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>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.</p> |
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