

SHALER AREA SCHOOL DISTRICT

No: 404

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUPPLEMENTAL EMPLOYEES

ADOPTED: SEPTEMBER 16, 1998

REVISED: JUNE 16, 1999; JULY 18, 2007; DECEMBER 3, 2014; APRIL 19, 2017; AUGUST 15, 2018

	404. EMPLOYMENT OF SUPPLEMENTAL CONTRACT EMPLOYEES
1. Purpose	The Board recognizes the importance of securing personnel to fill all vacant supplemental contract positions within the school district. To that end, the Board commits itself to a policy which recognizes that the first and over-riding consideration in filling such positions is to select the best-qualified candidate.
2. Authority	<p>The supplemental contract positions and compensation are set forth in the master contract between the district and the Shaler Area Education Association under Appendix C.</p> <p>The board retains its sole discretion to add or delete activities and its sole discretion to assign or remove the person or persons appointed to supplemental contract positions without limitation when it deems it necessary to do so and to assign or remove the person or persons appointed to such positions when it deems it to be in the best interest of the activity or the education system to do so.</p>
3. Guidelines	<p><u>Posting/Advertisement of Vacancies</u></p> <p>When a supplemental contract position becomes vacant or a new position is approved, then it is the responsibility of the building activity or athletic director to either post the vacancy and provide all of the information relevant to the vacancy, or to request the Office of Human Resources to post it. A posting system shall be used to make all of those who are presently employed by the district aware of the vacant position. Applications or inquiries by persons not employed by the district will be accepted until the closing date specified on the posting. When additional applications are deemed necessary, the news media may be used to advertise supplemental contract vacancies. It may include local, suburban, and city newspapers as well as various association publications.</p> <p><u>Application Files</u></p> <p>Application files for persons applying for supplemental contract positions will be maintained by the Office of Human Resources. No candidate shall be employed until such candidate has finalized the mandatory background check requirements for criminal history, child abuse, and FBI fingerprinting, and the District has evaluated the results of that screening process. However, the candidate can begin employment while these various background checks are being processed. When possible, the candidate should provide a copy of applications and money orders submitted.</p> <p><u>Preliminary Screening of Application Files</u></p> <p>The building principal and/or building athletic or activity coordinator will review the application files to recommend the applicants to be interviewed. The Superintendent or</p>
SC 111 23 Pa. CSA 6301 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000 et seq Pol. 104	

designee shall reserve the right to be part of the process. Applicants will be selected for interviews based upon qualifications specified in the vacancy notice.

Initial Interviews

Initial interviews will be conducted by the building principal and/or the building activity or athletic director. Additional persons can be added to the interview committee at the direction of either the building principal or the Superintendent.

Confidential Telephone Reference Checks

Confidential telephone reference checks for applicant(s) considered for recommendation for employment to the Board will be conducted by either the building principal, the building activity or the athletic director. When possible, at least two (2) confidential telephone reference checks will be completed with current or former supervisors of the applicant(s) being considered for employment.

Evaluation

The building principal and/or the building activity or athletic director will meet with the head coach or sponsor of a club or activity prior to the beginning of the athletic season or program year for the purpose of establishing goals for the activity or sport. At the conclusion of the season or program year, the same supervisor will meet with the head coach or sponsor of the club or activity and share the completed district's evaluation form which will include a review of goals established for the sport or activity.

The evaluation shall be completed within 60 calendar days after the close of the athletic season or the club or activity program year.

Board Appointments

Except as provided below, all appointments to coaching positions and activity sponsorships shall be for the period of one school year. With the objective of promoting program stability, initial appointments to supplemental head coaching positions shall be for a two-year period; thereafter, any renewals shall be for the period of one school year. Accordingly, the Board may authorize the posting of positions or advertise for applications annually. The Board also retains the discretion to appoint an incumbent to a supplemental contract position without posting or advertising.