

SHALER AREA SCHOOL DISTRICT

No: 504

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED EMPLOYEES

ADOPTED: FEBRUARY 18, 1998

REVISED: MARCH 15, 2000; MAY 16, 2001; APRIL 17, 2002; AUGUST 20, 2003;
JULY 18, 2007; DECEMBER 9, 2009; JANUARY 11, 2012

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	<p>The Board recognizes the importance of securing quality personnel to fill vacant classified positions within the school district. To that end, the Board commits itself to a policy which recognizes that the first and overriding consideration in filling such positions in instances where discretion is permitted to select the best available candidate.</p>
2. Authority SC 406	<p>The Board shall approve the employment and fix the compensation for all classified personnel. It shall also establish the term of employment and other conditions that may reflect the difference between full-time and part-time employment.</p> <p>Qualified candidates within the district attendance area will be given consideration in filling positions. The district, however, in its commitment to select the best available candidate, shall not restrict itself to filling such positions from within the district attendance area alone.</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>
20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104	<p>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>
20 U.S.C. Sec. 6319	<p><u>Title I Requirements</u></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">1. Completed at least two (2) years of study at an institution of higher learning.2. Obtained an Associate's or higher degree.3. Met a rigorous standard of quality through a state or local assessment.

<p>Title 22 Sec. 14.105 Pol. 113</p>	<p>Title I paraprofessionals who solely coordinate involvement activities or act as translators are exempt from the above qualifications.</p> <p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals <u>within two years of their hire date</u> 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"> 1. Completed at least two (2) years of postsecondary study. 2. Obtained an Associate’s or higher degree. 3. Met a rigorous standard of quality through a state or local assessment.
<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><u>Personal Care Assistants</u></p>
<p>Title 22 Sec. 14.105</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> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Educational Interpreters</u></p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p>
<p>3. Responsibility</p>	<p>The Board charges the administration with the responsibility of recommending candidates to be employed. Accordingly, the administration is assigned to the following responsibilities:</p> <ol style="list-style-type: none"> 1. The establishment of the system for collecting, maintaining, and processing application information. An applicant for employment is an individual who expresses an interest in being employed. A candidate for employment is an individual who has submitted all required application materials. 2. The screening and interviewing of candidates for positions within the school district. 3. Recommending the best qualified candidates available for appointment to positions within the school district.

<p>4. Guidelines</p>	<p>The Superintendent shall supervise procedure for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. Willful misrepresentation by a candidate of facts on application material used for determining employment and/or determination of salary level shall be considered cause for disciplinary action or dismissal of the employee. 2. Staff vacancies which represent opportunities for advancement or diversification shall be made known to district personnel so that they may apply for positions. 3. Such screening procedures shall be used as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered. 4. The Board recognizes the confidential nature of information contained in personnel files and charges the administration with the responsibility to use such information with discretion and in the highest professional manner. It directs also that such personnel information will be maintained and used by only those persons charged with the duty of processing the material and making recommendations for appointments by the Board. Personnel information will at all times be collected, maintained, and used in full compliance with legal mandates regarding confidentiality and discrimination. 5. A Board member may be permitted to review information contained in personnel files of candidates where such review will be beneficial to the Board member in making an appropriate judgment with regard to selecting a candidate for employment to an open position. Such review shall be upon request by the Board member to the Director of Human Resources or, in his/her absence, upon request to the Superintendent or Assistant Superintendent and shall take place only in the presence of the Director, Superintendent, or Assistant Superintendent. The Board member shall not photocopy nor remove any personnel information from the file of a candidate. <p>The Board is committed to a policy of non-discrimination against any employee or applicant for employment because of race, creed, color, national origin, sex, age, handicap, or disability. This policy applies to recruitment, employment, subsequent placement, training, promotion, compensation, tenure, probation, and other terms and conditions of employment over which the Board has jurisdiction.</p> <p>The Board will comply with Federal and State laws relating to equal employment opportunities and Affirmative Action Programs.</p>
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<p>Pol. 104</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. CSA 6301 et Seq SC 111</p>	<p>A posting system shall be used to make all those who are presently employed by the district aware of any position vacancy. A committee (screening and interviewing committee) shall be used to screen the files of all candidates and decide who is to be interviewed. The committee shall also be used to do the interviewing.</p> <p>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.</p> <p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</p> <p>Applicants shall be required to submit a completed application, three (3) letters of reference, and any other information requested before they can be considered as candidates. The recommendations for appointment shall be on the basis of the findings of the initial interview, site interview committee and the central office interview committee, if one is used.</p>
	<p>Notice of anticipated vacancies and request to initiate recruitment process may be made by the principal, Business Manager, or any other central office personnel to the Director of Human Resources.</p> <p>Completed candidates' files shall be visually screened by the site interview committee members.</p> <p>If the site interview committee should decide that the supply of applications on file is not adequate, the Office of Human Resources shall seek further applicants by advertising the position opening.</p> <p>Applicants who contact the Office of Human Resources by phone shall be mailed an application along with a letter listing the informational materials that should be required by the applicant.</p> <p>Based upon findings of the committee, recommendations will be made as to which candidates shall be called for an initial interview. The Gallup Support Staff Perceiver and a test to verify basic verbal and math skills required for the position shall be utilized during this initial interview to identify candidates recommended for a second or site interview. The interview schedules shall be set up by the Office of Human Resources. A record of calls made to the applicants shall be kept by the Office of Human Resources.</p> <p>Following the completion of the interviews, the chairperson of the site interview committee shall meet with the Director of Human Resources to review the committee findings and to formalize the recommendation of the committee.</p>

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<p>20 U.S.C. Sec. 6319</p>	<p>A third interview may be scheduled for the finalist with the Superintendent, Director of Human Resources, and other central office personnel.</p> <p>Following Board appointment, letters are sent to the elected candidates and to all those interviewed indicating the outcome of the recruitment process. The candidates who were not selected are asked to indicate whether or not they wish to have their file remain active. Thereafter, candidates' files shall remain active for one (1) year unless the applicant indicates that they have obtained a permanent position or desire to have their file withdrawn.</p> <p>The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations.</p>
<p>School Code 111, 406</p> <p>Federal Regulations P.L. 88-352 Title VI P.L. 92-318 Title IX</p> <p>Board Policy 104</p>	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 406, 508</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 14.105, 403.2, 403.5</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind – 20 U.S.C. Sec. 6319, 7801</p> <p>Federal Anti-Discrimination and Civil Rights Laws –</p> <p>20 U.S.C. Sec. 1681 et seq. (Title IX) 42 U.S.C. Sec. 2000e et seq. (Title VII)</p> <p>Americans with Disabilities Act – 42. U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 104, 113, 528</p> <p style="text-align: right;">cag</p>