



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE PERSONNEL
TITLE:	EMPLOYMENT OF DISTRICT PERSONNEL
ADOPTED:	6/22/16
REVISED:	

303 - EMPLOYMENT OF DISTRICT PERSONNEL

Section 1. Authority

- a. The Board places substantial responsibility and authority for the effective management, operation of District schools, and educational program with its employees.
- b. The Board shall, by a majority vote of all members, approve the employment, set the compensation, and establish the term of employment for each person employed by this District.
- c. The Board authorizes the use of administrative 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.

Section 2. Guidelines

- a. No administrator shall be employed in a position that is related to any member of the Board, unless such a person receives the affirmative vote of a majority of all members of the Board other than the member or related to the applicant, who shall not vote. The Board shall be notified of the relationship of the candidate to the Board member prior to any vote.
- b. Approval shall normally be given to the candidates for employment recommended by the Superintendent. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.
- c. An employee's misstatement of factual material of qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
- d. A candidate for employment in the District shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.
- e. Background Checks

SC 406, 508, 1089, 1106,
1107, 1142 - 1152
Title 22
Sec. 4.4
Pol. 328

SC 1111
Pol. 304

SC 1109, 1201
Title 22
Sec. 49.1 et.seq.
Pol. 301

	<ul style="list-style-type: none"> c. Appreciation of children. d. Emotional and mental maturity and stability. e. Strong leadership qualities <p>4. The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the District office and the school office and shall be available to the public, upon request.</p>
<p>Pol. 104</p>	<p>Section 3. <u>Delegation of Responsibility</u></p> <ul style="list-style-type: none"> a. The Superintendent or designee shall develop administrative regulations for employment of administrative staff, in accordance with Board policy and state and federal laws and regulations. b. Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to District employees so they may apply for such positions.
<p>42 U.S.C. Sec. 12112</p>	<ul style="list-style-type: none"> c. 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. d. 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>SC 1109, 1201 Title 22 Sec. 49.1 et seq.</p>	<ul style="list-style-type: none"> e. Each certificated administrative employee employed by the District shall be responsible for maintaining a valid certificate when such certificate is required by law.
<p>42 U.S.C. 43 P.S. 29 U.S.C.</p>	<p>It is the policy of the North Allegheny School District to be an Equal Opportunity Employer. The District commits that its Directors, Administrators, and Supervisors will be fair, impartial, and objective in the conduct and practice of all employee relations. The District will not discriminate in its employment practices based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, genetic information, or any other legally-protected category. Announcement of this policy is in accordance with State and Federal Law.</p> <p><u>References:</u> School Code – 24 P.S. Sec. 108, 111, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1, 1402, 1416</p>

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 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.
Pennsylvania Human Relations Act – 43P.S. 951-963
Title VI and Title VII of the Civil Rights Act of 1964 – 42 U.S.C. 2000d. et seq.
Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. 794
Age Discrimination Act of 1967 – 29 U.S.C 626e
Board Policy – 104, 301, 304, 314, 328

Replaces Policies:

1730
5000
5410