



**NORTH ALLEGHENY
SCHOOL DISTRICT**

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

403 - 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 professional 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 professional employee shall be employed who is related to any member of the Board, as defined in law, unless such teacher 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. 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

SC 406, 508, 1089, 1106,
1107, 1142 - 1152
Title 22
Sec. 4.4
Pol. 428

SC 1111
Pol. 404

SC 1109, 1201
Title 22

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| <p>Sec. 49.1 et.seq. Pol. 401</p> <p>SC 111 Title 22 Sec. 8.1 et seq. 23 Pa C.S.A. Sec. 6301 et seq.</p> | <p>when such certification is required.</p> <p>e. Background Checks</p> <ol style="list-style-type: none"> 1. A candidate shall not be employed until such candidate has complied with the mandatory background check requirements for Pennsylvania State Police Clearance, Pennsylvania Child Abuse History Clearance, and Federal Bureau of Investigation and the District has evaluated the results of that screening process. 2. Each candidate shall report, on the application, 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. 3. The District shall accept only criminal history background checks and child abuse clearances which are less than a year (1) old. 4. The background checks shall become a part of the employee's personnel file. 5. The District shall give to all applicants the proper forms or information for obtaining background checks along with the District employee application. This information can be found on the website. 6. It shall be the responsibility of the applicant to have the required background checks completed. The District shall not be responsible for paying for this process. |
| <p>SC 1402, 1416 Pol. 414</p> | <p>f. Prior to initial employment, all candidates shall undergo medical examinations including a Tuberculosis test, as required by law and as the Board may require.</p> |
| <p>SC 1204.1</p> | <p>g. The District shall use a standard application for professional positions but may also establish and implement additional application requirements.</p> <p>h. Qualifications</p> <ol style="list-style-type: none"> 1. In the employment of teachers, consideration shall be given to professional training, teaching experience, work-related experience and personal characteristics desirable of good teachers. 2. All candidates for professional employee positions shall be considered on the basis of their merits, qualifications and the needs of the District. The Superintendent and involved parties shall make every effort to hire the most qualified candidate for each position. |
| <p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p> | <ol style="list-style-type: none"> 3. The Superintendent or designee shall see candidates of good moral character who possess the following attributes: |

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| <p>Title 22 Sec. 14.105 Pol. 104</p> <p>42 U.S.C. Sec. 12112</p> <p>SC 1109, 1201 Title 22 Sec. 49.1 et seq.</p> <p>SC 1109 Title 22 Sec. 49.111 et seq.</p> <p>42 U.S.C. 43 P.S. 29 U.S.C.</p> | <ul style="list-style-type: none"> a. Successful educational training and experience. b. Scholarship and intellectual rigor. c. Appreciation of children. d. Emotional and mental maturity and stability. <p>4. Title I Requirements - All elementary, middle and secondary teachers employed by the District who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</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 professional 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. 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. e. Each certificated professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law. <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 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</p> |
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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, 401, 404, 414, 428

Replaces Policies:

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5410