



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	CLASSIFIED, CONFIDENTIAL, AND PARAPROFESSIONAL EMPLOYEES
TITLE:	EMPLOYMENT OF DISTRICT PERSONNEL
ADOPTED:	6/22/16
REVISED:	

503 - 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 classified, confidential, or paraprofessional 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 person shall be employed in a support 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 qualifications when such qualifications are required.

SC 406, 508, 1089, 1106,
1107, 1142 - 1152
Title 22
Sec. 4.4
Pol. 528

SC 1111
Pol. 504

SC 1109, 1201
Title 22
Sec. 49.1 et seq.
Pol. 501

<p>SC 111 Title 22 Sec. 8.1 et seq. 23 Pa C.S.A. Sec 6301 et seq.</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. 514</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 classified employees 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 support staff, consideration shall be given to training, work related experience, and characteristics desirable of good employees. 2. All candidates for support employee positions shall be considered on the basis of their merits, qualifications, and the needs of the District. 3. The Superintendent and involved parties shall make every effort to recommend the most qualified candidate for each position. 4. The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:

<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<ul style="list-style-type: none"> • Successful training and experience. • Appreciation of children. • Skills required to complete essential job functions. • Emotional and mental maturity. <p>5. 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> <ul style="list-style-type: none"> • At least two (2) years of study at an institution of higher learning. • Associate’s or higher degree. • Evidence of meeting a rigorous standard of quality through a state or local assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p>6. Special Education Paraprofessional - All instructional paraprofessionals hired by the District, 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> <ul style="list-style-type: none"> • At least two (2) years of postsecondary study. • Associate’s or higher degree. • Evidence of meeting a rigorous standard of quality through a state or local assessment. <p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p>
<p>Title 22 Sec. 14.105</p>	<p>7. Personal Care Assistants - A paraprofessional who provides one-to-one support and assistance to a student or several students, 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>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>Pol. 104</p> <p>42 U.S.C. Sec. 12112</p> <p>42 U.S.C. 43 P.S 29 U.S.C.</p>	<p>8. 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>Section 3. <u>Delegation of Responsibility</u></p> <p>a. The Superintendent or designee shall develop administrative regulations for employment of staff, in accordance with Board policy and state and federal laws and regulations.</p> <p>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> <p>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.</p> <p>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> <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 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, 113, 501, 504, 514, 528</p>
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	<u>Replaces Policies:</u> 1730 5000 5410
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