

Book	Policy Manual
Section	300 Employees
Title	Employment of Staff
Code	304
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Authority.

The Joint Operating Committee places substantial responsibility for the effective management and operation of the school and the quality of the educational program with its administrative, professional, project and support employees.

The Joint Operating Committee shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional, project and support employee employed by the school.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Approval shall normally be given to the candidates for employment recommended by the Administrative Director.

No teacher shall be employed who is related to any member of the Joint Operating Committee, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.[\[4\]](#)

The Joint Operating Committee authorizes the use of professional, project and support employees prior to Joint Operating Committee approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.

The school shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.[\[5\]](#)

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.

Pre-Employment Requirements

The school shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The school may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[6\]](#)

A candidate shall not be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.[\[7\]](#)[\[8\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the

form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[7\]](#)

A candidate for employment in the school shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Joint Operating Committee policy and state and federal laws and regulations.[\[13\]](#)

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to school employees so they may apply for such positions.

The Administrative Director 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.[\[14\]](#)

The Administrative Director or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

Each certificated administrative and professional employee employed by the school shall be responsible for maintaining a valid certificate when such certificate is required by law.[\[1\]](#)[\[9\]](#)[\[11\]](#)[\[12\]](#)

Special Education Paraprofessionals

All instructional paraprofessionals hired by the school, 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:[\[15\]](#)
[\[16\]](#)

1. At least two (2) years of postsecondary study.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.[\[15\]](#)

Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.[\[15\]](#)

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.

Educational Interpreters

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.[\[15\]](#)

Legal

1. 24 P.S. 1850.1
2. 22 PA Code 4.4
3. Pol. 328
4. 24 P.S. 1111
5. 24 P.S. 1204.1
6. 24 P.S. 111.1
7. 24 P.S. 111
8. 23 Pa. C.S.A. 6344
9. 24 P.S. 1201
10. 24 P.S. 2070.2
11. 22 PA Code 49.131 et seq
12. 22 PA Code 339.41
13. Pol. 104
14. 42 U.S.C. 12112
15. 22 PA Code 14.105
16. Pol. 113
- 24 P.S. 108
- 24 P.S. 1089
- 24 P.S. 1142
- 24 P.S. 1804
- 22 PA Code 8.1 et seq
- 22 PA Code 403.2
- 22 PA Code 403.4
- 22 PA Code 403.5
- 18 Pa. C.S.A. 9125
- 23 Pa. C.S.A. 6301 et seq
- 42 U.S.C. 12101 et seq
- Articles of Agreement