

PENN MANOR SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: February 8, 1999

REVISED:

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with district administrators.
2. Authority SC 1106, 1142, 1146	The Board shall, by a majority vote of all members, approve the employment, set the compensation and establish the term of employment for each administrator by this district.
3. Guidelines	<p>For purposes of this policy, administrative positions shall be deemed to be those listed in the Administrator Compensation Plan.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>SC 1109 No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.</p> <p>SC 111 23 Pa. CSA 6301 No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>42 U.S.C. Sec. 653a The district shall submit a New Hire Report for each employee required to be reported by law.</p>
4. Delegation of Responsibility	The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment.

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<p>SC 1109 Pol. 104 P.L.88-352 P.L.92-318</p> <p>School Code 111, 1106, 1109, 1142, 1146,</p> <p>P.L 88-352 P.L. 92-318</p> <p>23 Pa. CSA 6301</p> <p>Board Policy No. 104</p>	<p>The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and State and federal law. Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek such recommendations from former employers and others in assessing the candidate's qualifications.</p> <p>Recommendations and references shall be retained confidentially and for official use only.</p>
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