

# PENN MANOR SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
PROFESSIONAL EMPLOYEES

ADOPTED: February 8, 1999

REVISED:

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	
<p>1. Purpose Title 22 Sec. 4.4</p>	<p>The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the district.</p>
<p>2. Authority SC 508, 1106, 1142, 1146</p>	<p>The Board by a majority vote of all members, shall approve the employment, set the compensation, and establish the term of employment for each professional staff member employed by the district.</p>
<p>SC 1111</p>	<p>No teacher shall be employed who is related to any member of the Board, as defined in statute, 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.</p>
<p>3. Guidelines</p>	<p>Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p>
<p>SC 1204.1</p>	<p>The district shall use the state Standard Application For Teaching Positions but may establish and implement other application requirements.</p>
<p>SC 111 23 Pa. CSA 6301</p>	<p>All individuals wishing consideration for employment as teachers shall request information and application forms from the office of the Superintendent.</p> <p>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>Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.</p>

<p>SC 1201</p>	<p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p>
<p>42 U.S.C. Sec. 653a</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
<p>4. Delegation of Responsibility SC 1109 P.L.88-352 P.L.92-318</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy, and State and federal law. Candidates shall be recommended on the basis of references, as well as demonstration lessons or other appropriate activities.</p>
<p>SC 1109</p>	<p>Every teacher employed to teach in the public schools of the Commonwealth must be a person of good moral character, must be at least eighteen (18) years of age, and must be a citizen of the United States provided, that citizenship may be waived in the case of exchange teachers not permanently employed, and teachers employed for the purpose of teaching foreign languages.</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>Pol. 424</p>	<p>The Superintendent or designee shall seek recommendations from former employers and others to assess the candidate's qualifications.</p> <p>Recommendations and references shall be retained confidentially and for official use only.</p> <p>The elected candidates shall receive a personal letter informing them of their selection, welcoming them to the professional staff and providing them with a contract to sign and return.</p> <p><u>Loyalty Oath</u></p>
<p>65 P.S. Sec. 214</p>	<p>It is the duty of all professional employees to take an oath of allegiance to the United States of America and the Commonwealth of Pennsylvania. It shall further be required that each employee sign a written statement, under oath, to attest to the loyalty above. The signed statement of loyalty shall be maintained on file with other personnel records in the district.</p>