

PENN MANOR SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: February 8, 1999

REVISED:

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES	
1. Purpose	Qualified and competent substitute teachers and other professional employees shall be employed in order to provide continuity in the educational program of the schools.
2. Authority SC 1101, 1106	The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.
3. Guidelines	Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.
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.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
4. Delegation of Responsibility	The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment. The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, status as employees, schedule of work, and other matters to enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.