

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

104-AR. NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES

Designated administrators will be responsible for the initial screening of applicants and for interviews of candidates for specific positions in the district, in accordance with Board policy.

Designated administrators will receive information and training relative to state and federal employment laws and regulations.

All administrators will be familiar with laws and regulations relating to employment and will apply these for the purpose of gaining as wide a representation of qualified employees as possible.

The interviews will contain questions that directly relate to job qualifications. In this way, the applicant with the best qualifications for a district position can be determined.

Testing of applicants will be restricted to writing and skills tests directly relating to the qualifications of the position.

To the extent possible, administrators will include other appropriate staff in the selection process.

All announcements of job vacancies will be posted on the school district web site.

The administrator responsible for personnel will periodically review application forms, recruiting materials, district advertisements, etc. to ensure their compliance with state and federal laws and regulations governing equal employment opportunities.