

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

304-AR-1. CANDIDATE SELECTION COMMITTEES

The Board hires all employees by a majority vote in public session. When the Board determines that a search for an appropriate candidate for recommendation to the Board is warranted, these general selection committee guidelines will apply to the formation of selection committees for the purpose of making recommendations to the full Board. Members of all selection committees will have ample opportunity for input, but it is ultimately the responsibility of the Superintendent to determine the candidate for recommendation to the Board.

Professional Staff

Level 1 – Superintendent, Assistant Superintendent, Supervisor of Elementary Education, Business Manager, Technology Director, Director of Student Support Services, High School Principal

- Board representation 1 to 3
- Teacher representation 1 to 3 – (recommended by the Superintendent and approved by the Board)
- Parent/Guardian representation 1 to 3 – (recommended by the Superintendent and approved by the Board)
- Administrative representation 2 to 5 – (recommended by the Superintendent and approved by the Board)
- Support staff representation optional

The selection committee for the Superintendent and Assistant Superintendent only would make recommendations to the full Board and would identify finalists. The full Board will select the new Superintendent and Assistant Superintendent candidate from the finalists recommended by the selection committee.

Level 2* – Middle School Principal, Elementary Principal

- Teacher representation 1 to 3 (as recommended by the Superintendent)
- Parent/Guardian representation 1 to 3 (as recommended by the Superintendent)
- Administrative representation 2 to 5 (as recommended by the Superintendent)
- Support staff representation optional

Level 3* – Assistant Principals, Assistant Director of Student Support Services, Support Staff Administrators, Coordinator of Cocurricular Activities

- As determined by the Superintendent

Level 4* – Teaching Staff Members – full-time contracted

- Department Coordinator (secondary)
- Administrators 2 to 8

* Factors such as hiring timelines and candidate availability may cause an exception from these guidelines, as designated by the Superintendent.

Support Staff

Cafeteria Staff

- The Director of Food Services and additional personnel as deemed appropriate by the Director of Food Services.

Secretarial Staff

- Building principal or his/her designee
- Technology Director or his/her designee
- Business Manager or his/her designee
- Direct supervisor

Technology Staff

- Technology Director and additional personnel as deemed appropriate by the Technology Director

Building Aides, Special Education Aides, Title I Aides and Health Technicians

- Principal or area supervisor and additional personnel as deemed necessary by the building principal and area supervisor

Custodial/Maintenance Staff

- Director of Building and Grounds
- Administrative Assistant for Planning and Operations optional
- Head custodian for assistants
- Building principal or his/her designee optional
- Custodial/Maintenance team representatives

Cocurricular (Athletic) Staff

Level 1* – Head Coach for a varsity level sport. (Penn Manor teaching staff members who demonstrate in writing to the Superintendent a desire to be considered for a head coaching position are to be interviewed.)

- Booster representation 1 to 2 (as recommended by the Coordinator of Cocurricular Activities)
- Athletic Director
- High School Principal
- Superintendent or designee
- Coaches 1 to 2 (as recommended by the Coordinator of Cocurricular Activities)

Level 2 – Assistant Coaches

- Selection committee as designated by the head coach
- Assistants must be approved by the Coordinator of Cocurricular Activities

Cocurricular (Arts/Academics) Staff

Level 1* – Band Director, Play Director, Musical Director

- High School Principal
- Music/English Department Chairperson
- Teacher 1 to 3 (as recommended by the principal)
- Booster representation 1 to 3 (as recommended by the principal)
- Superintendent optional

Level 2 – All others

- A committee as designated by the building principal

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