

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: March 10, 1997

REVISED: November 5, 2007

303. EMPLOYMENT OF ADMINISTRATORS	
<p>1. Purpose</p>	<p>The Board places substantial responsibility and authority for the effective management of the schools with district administrators.</p>
<p>2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4</p>	<p>The Board shall, by a majority vote of all members, set the compensation; and establish the term of employment for each administrator employed by this district.</p>
<p>3. Guidelines</p>	<p>For purposes of the 300 section of Board policy, administrative positions shall be deemed to be: Assistant Superintendent, Business Manager, Director of Food Service, and all Act 93 Administrators.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation or implement procedures to secure an alternative candidate.</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>SC 1109 Title 22 Sec. 49.111, 49.121</p>	<p>No candidate for employment as an administrator shall receive recommendation for employment without evidence of his/her certification, if such certification is required.</p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</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>4. Delegation of Responsibility 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who posses the following attributes:</p> <ol style="list-style-type: none"> 1. Successful educational training and experience. 2. Scholarship and intellectual prowess. 3. Appreciation of children. 4. Emotional and mental maturity and stability. 5. (If applicable) good leadership and supervisory skills. <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p>
<p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>

References:

School Code – 24 P.S. Sec. 111, 508, 1106, 1109, 1142

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 49.111, 49.121

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Federal Anti-Discrimination Law –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000e et seq. (Title VII)

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

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