

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED
EMPLOYEES

ADOPTED: March 10, 1997

REVISED: March 9, 2009

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.
2. Authority SC 406, 508 Pol. 528	The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.
3. Definition	For purposes of the 500 Section of Board policy, classified employees shall be deemed to include the following positions: clerical, maintenance, custodial, food service, aide (including technical).
4. Guidelines	<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 an alternate recommendation or appropriate procedures to secure an alternate recommendation.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person 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>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next regular meeting.</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>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p><u>Title I Paraprofessionals (Aide)</u></p> <p>All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of study at an institution of higher learning. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a state or local assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6319</p>	<p>The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.</p>
<p>5. Delegation of Responsibility Pol. 104</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for classified employment in accordance with Board policy and state and federal law and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful training and experience. 2. Appreciation of children. 3. Skills required to complete essential job functions. 4. Emotional and mental maturity.
<p>42 U.S.C. Sec. 12112 et seq</p>	<p>The administration may administer screening tests that bear upon the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p>

<p>Title 22 Sec. 14.105 Pol. 113</p> <p>Title 22 Sec. 14.105</p>	<p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p><u>Special Education And Classroom Paraprofessionals</u></p> <p>All instructional paraprofessionals hired on or after July 1, 2010, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of postsecondary study. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a state or local assessment. <p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 406, 508</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 14.105, 403.2, 403.5</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 104, 113, 528</p>
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