Pennsby School District
School Board Policy

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Title: Employment of Classified Employees

Purpose: This policy addresses appointment and employment of classified staff members, whom the School Board recognizes as making important contributions to the effective operation of the programs of the School District.

This document, Index No. 304.2, replaces the previous Index No. 4115R.

Authority: The School Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the School District.

Policy: Candidates for employment as a classified employee shall be approved by the School Board upon the recommendation of the Chief Executive Officer or Superintendent.

No person shall be employed who is related to any member of the School Board or the Administration.

Any employee’s misstatement of fact in application document or interview, material to qualifications for employment or determination of salary, shall constitute grounds for dismissal by the School Board.

Utilization of classified employees prior to employment approval by the School Board is authorized when necessary to maintain continuity of services in the School District. Retroactive employment shall be recommended to the Board at the next regular meeting.

All candidates for employment will be judged by their skills and ability to perform the duties for the position for which they are being considered without regard to race, color, gender, national origin, age, disability, religious or sexual orientation.
No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the Human Resources Department has evaluated the results of that screening process.

The School Board retains employees with the requirement that all misdemeanors or felony convictions will be disclosed immediately during term of employment. Failure to do so is grounds for dismissal.

All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002 and all other instructional paraprofessionals hired after June 30, 2010, shall have a high school diploma or a recognized equivalent and one of the following:

1. Completed at least two 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 formal assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

The Director of Human Resources shall develop procedures for the recruitment, screening, and recommendation of candidates for classified employment in accordance with School Board policy, as well as state and federal law and regulations.

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.

The Administration shall seek recommendations and references from former employers and others to assess the candidate’s qualifications. Recommendations and references shall be retained confidentially and for official use only.

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 regulation. The written certification shall be maintained in the District office and the school office and shall be available to the public, upon request.

**Responsible Administrator:** Director, Human Resources