

# Pennsbury School District

## School Board Policy

Effective Date	Supersedes Index No.	Index No.
<b>3/15/12</b>	<b>303.1</b> of 10/23/08	<b>303.1R1</b>

**Title:** Employment of Administrative and Supervisory Employees

**Purpose:** This policy addresses appointment and employment of administrators and supervisors, in whom the School Board places special responsibility and authority for the effective management of the schools.

**Authority:** The School Board, by a majority vote of all members, shall approve the employment; set the compensation; and establish the term of employment for each administrator and supervisor employed by the School District.

**Definition:** For the purposes of this policy, *serious criminal conduct* by an administrative or supervisory employee means conduct involving a conviction which renders the employee ineligible for employment in a public school district on either a temporary or permanent basis.

**Policy:** No administrative or supervisory staff member shall be appointed by the School Board who is a relative of any member of the School Board or the Administration, unless such administrative or supervisory staff member receives the affirmative vote of a majority of all members of the School Board other than the member related to the applicant, who shall not vote. A relative is defined in the Pennsylvania School Code as father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The School Board, upon the recommendation of the Superintendent, shall approve candidates for employment as a member of the administrative or supervisory staff.

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.

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

The School District expects that its employees will act in accordance with the law and not engage in serious criminal conduct.

Any employee who is arrested or convicted with an offense constituting serious criminal conduct under Section 1-111(e) of the Pennsylvania School Code (Title 24), must provide written notice utilizing the Arrest/Conviction Report and Certification Form (PDE Form 6004) to the Human Resources Director within 72 hours after an arrest or conviction for an offense occurring after September 28, 2011.

An employee shall be required to submit a current history background check report if the Superintendent or designee has a reasonable belief that an employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and/or convictions may, depending upon the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.

Utilization of administrative or supervisory employees prior to employment approval by the School Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the School Board at the next regular meeting.

No candidate for administrator or supervisor shall receive recommendation for such employment without evidence of his or her certification, if applicable.

All candidates for employment will be judged by their skills and ability to perform the duties of the position for which they are being considered without regard to race, color, gender, national origin, age, disability, religious or sexual orientation.

Each Pennsbury employee must sign an annual agreement form to acknowledge awareness of and compliance with all School Board Policies and Administrative Procedures relating to appropriate use of the Internet and technology.

The Director of Human Resources shall develop procedures for the recruitment, screening and recommendation of candidates for

employment, in accordance with School Board policy as well as state and federal laws and regulations.

The Administration may apply necessary screening tests to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.

The Director of Human Resources 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.

Each administrator or supervisor employed by the School District shall be responsible for maintaining a valid administrative certificate, if applicable.

**Responsible**

**Administrator:** Director, Human Resources