

Baldwin-Whitehall School District

Book	Policy Manual
Section	500 Classified Employees
Title	Employment of Classified Employees
Number	504
Status	Second Reading
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Last Revised	August 12, 2015

Purpose

The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.

Authority

The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.[\[1\]](#)[\[6\]](#)

Guidelines

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make another a **substitute** recommendation.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[7\]](#)

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.

The district shall submit a New Hire Report for each employee required to be reported by law.[\[2\]](#)

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.[\[3\]](#)[\[8\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[3\]](#)

Title I Paraprofessionals

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:[\[10\]](#)[\[9\]](#)

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 formal assessment.

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

Delegation of Responsibility

The School Board has authority to approve the employment and promotion of district personnel. The Superintendent has authority and responsibility to establish and to administer procedures and practices for the recruitment, selection, supervision and evaluation of all district employees. Except when the School Board meets to interview specific candidates who are presented by the Superintendent, all communications with candidates, references and other third parties will be directed through the Superintendent or designated administrative staff. The Superintendent's recommendation of a specific candidate for employment or promotion signifies that the candidate has been evaluated in accordance with applicable standards and practices, is qualified for the position in question, and in the administration's judgment represents the best available candidate meeting the district's objectives.

The Superintendent shall recruit, screen, and recommend candidates for classified employment in accordance with Board policy and state and federal law and regulations.
[\[14\]](#)

The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:

1. Successful training and experience.
2. Skills required to complete essential job functions.
3. Emotional and mental maturity.

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.[\[11\]](#)

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.

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.[\[10\]](#)[\[12\]](#)[\[13\]](#)

Special Education Paraprofessionals

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: [\[4\]](#)[\[5\]](#)

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.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. [\[4\]](#)

Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment. [\[4\]](#)

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.

Educational Interpreters

An **educational interpreter** is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations. [\[4\]](#)

Legal	1. 24 P.S. 406
	2. 42 U.S.C. 653a
	3. 24 P.S. 111
	4. 22 PA Code 14.105
	5. Pol. 113
	6. Pol. 528
	7. 24 P.S. 111.1
	8. 23 Pa. C.S.A. 6344
	9. 22 PA Code 403.2
	10. 22 PA Code 403.5
	11. 42 U.S.C. 12112
	12. 20 U.S.C. 7801
	13. 22 PA Code 403.4
	14. Pol. 104
	18 Pa. C.S.A. 9125
	22 PA Code 8.1 et seq
	23 Pa. C.S.A. 6301 et seq
	42 U.S.C. 12101 et seq

