

**Baldwin-Whitehall School District**

Book	Policy Manual
Section	300 Administrative Employees
Title	Employment of Administrators
Number	303
Status	Second Reading
Adopted	March 8, 2006
Last Revised	August 12, 2015

**Purpose**

The Board places substantial responsibility and authority for the effective management of the schools with district administrators.

**Authority**

The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this district. [\[15\]](#)[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[8\]](#)[\[16\]](#)

**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.

Any 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. [\[9\]](#)

No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required. [\[10\]](#)[\[11\]](#)[\[12\]](#)[\[4\]](#)

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. [\[13\]](#)[\[5\]](#)

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 prosecutions.[\[5\]](#)

The district shall submit a New Hire Report for each employee required to be reported by law.[\[6\]](#)

### **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 or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.[\[7\]](#)

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

1. Successful educational training and experience.
2. Scholarship and intellectual prowess.
3. Appreciation of children.
4. Emotional and mental maturity and stability.

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.

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.[\[14\]](#)

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

The Board will interview finalist candidates for the following administrative positions: Assistant Superintendent, Director of Finance and Operations, building principal, and Business Manager. The Board may elect to conduct interviews for other administrative positions on a case-by-case basis.

Legal

1. 24 P.S. 508
2. 24 P.S. 1106
3. 22 PA Code 4.4
4. 24 P.S. 1109
5. 24 P.S. 111
6. 42 U.S.C. 653a
7. Pol. 104
8. 24 P.S. 1142-1152
9. 24 P.S. 111.1
10. 22 PA Code 49.1 et seq
11. 24 P.S. 1201
12. 24 P.S. 2070.2
13. 23 Pa. C.S.A. 6344
14. 42 U.S.C. 12112
15. 24 P.S. 1089
16. Pol. 328
- 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

Last Modified by Thea Hampsay on January 3, 2018