

**Baldwin-Whitehall School District**

Book	Policy Manual
Section	400 Professional Employees
Title	Employment of Professional Employees
Number	404
Status	Second Reading
Adopted	April 12, 2006
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**Purpose**

The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the District.

**Authority**

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

No teacher shall be employed who is related to any current employee of the District or member of the Board.

**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 will produce a subsequent candidate from the interview process and shall make another a substitute recommendation.

The District shall use the Standard Application For Teaching Positions but may establish and implement other application requirements. 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.

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

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

No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification. [\[10\]](#)[\[11\]](#)[\[12\]](#)[\[4\]](#)

Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject

the individual to 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 shall recruit and recommend candidates for employment in accordance with Board policy and state and federal law 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, including such measures as collegiate grade point average.
3. Appreciation of children.
4. Emotional and mental maturity.

The Superintendent or designee shall, in the conduct of recruiting activities, seek applicants who have graduated from a variety of public and private institutions of higher education.

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.

The Superintendent or designee 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.

Each professional staff member employed by the District shall be responsible for maintaining a valid teaching certificate. Newly hired teachers, as of July 1, 2014, will receive credit for prior consecutive years of teaching experience in public schools, within the Commonwealth of Pennsylvania, not to exceed five (5) years. Credited years of service must have concluded within a time period not exceeding 12 months of the date of hire at Baldwin-Whitehall School District.

Transfer of sick days shall be consistent with those criteria as identified in the Public School Code but no more than 50 days earned in the five (5) years of service credited to the employee.

### **Title I Teachers**

All teachers working in a program supported with Title I funds who were hired after January 8, 2002, shall be highly qualified, as defined by federal law and regulations.

The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal and state 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.

Legal

1. 24 P.S. 111
2. 24 P.S. 1201
3. Pol. 104
4. 24 P.S. 1109
5. 20 U.S.C. 6319
6. 22 PA Code 49.1 et seq
7. 24 P.S. 2070.2
8. 20 U.S.C. 7801
9. 22 PA Code 403.2
10. 22 PA Code 403.4
11. 22 PA Code 403.5

Last Modified by Thea Hampsay on January 3, 2018