

SOUTHERN FULTON SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: February 21, 2012

REVISED: February 17, 2015

303. EMPLOYMENT OF ADMINISTRATORS	
<p>1. Authority</p> <p>SC 406, 508, 1189, 1106, 1107, 1142- 1152 Title 22 Sec. 4.4 Pol. 328</p> <p>SC 1111</p>	<p>The Board places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative employees.</p> <p>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.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>No candidate shall be employed who is related to any member of the Board, as defined in law, unless such candidate receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p> <p>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</p>

<p>SC 1111 23 Pa. C.S.A. Sec. 6344</p> <p>SC 111, 111.1</p> <p>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq</p> <p>4. Delegation of Responsibility Pol. 104</p> <p>42 U.S.C. Sec. 12112</p>	<p>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.</p> <p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of the screening process.</p> <p>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. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> <p>A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p>The Superintendent or designee shall develop administrative regulations for employment of staff, in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the job functions for the position for which a candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.</p> <p>Each certified administrative staff member employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law.</p>
--	--

References:

School Code – 24 P.S. Sec. 108, 111, 111.1, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5

Educator Discipline Act – 24 P.S. Sec. 2070.2

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

Americans With Disabilities Act – 43 U.S.C. Sec. 12101 et seq.

Board Policy – 000, 104, 113, 328