

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATIVE DIRECTOR/
ASSISTANT ADMINISTRATIVE
DIRECTOR

ADOPTED: October 20, 2011

REVISED:

<p>1. Purpose SC 1001</p> <p>2. Authority SC 1850.1</p> <p>3. Guidelines</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>Title 22 Sec. 49.163 SC 1804</p>	<p style="text-align: center;">302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/ ASSISTANT ADMINISTRATIVE DIRECTOR</p> <p>The Joint Operating Committee places the primary responsibility and authority for the administration of the center in the Administrative Director. Therefore, selection of an Administrative Director or Assistant Administrative Director is critical to the effective management of the center.</p> <p>When the position of Administrative Director or Assistant Administrative Director becomes vacant, the Joint Operating Committee shall elect an Administrative Director or Assistant Administrative Director by a majority vote of all members of the Joint Operating Committee and shall fix the beginning salary and term of office.</p> <p>The Joint Operating Committee shall actively seek the best qualified and most capable candidate for the position of Administrative Director. It may be aided in this task by a committee of Joint Operating Committee members and/or the services of professional consultants.</p> <p>The Joint Operating Committee will seek applicants for the position of Assistant Administrative Director by nomination of the Administrative Director.</p> <p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> 1. Preparation of a job description for the position, written in accordance with the requirements of law. 2. Preparation of written qualifications, in addition to proper state requirements, for all applicants. 3. Preparation of informative material describing the center and its educational goals and vocational technical programs.
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<p>Pol. 104 P.L. 88-352 P.L. 92-318</p>	<ol style="list-style-type: none"> 4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience. 5. Opportunity for applicants to visit the center, at the Joint Operating Committee's invitation. 6. Recruitment and evaluation of candidates in accordance with Joint Operating Committee policy and state and federal law. <p>A screening process shall be established that ensures the Joint Operating Committee has an opportunity to interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.</p> <p>The Joint Operating Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be borne by the center.</p> <p><u>Employment</u></p>
<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of that screening process.</p> <p>No person shall be employed as Administrative Director or Assistant Administrative Director unless s/he has signed an employment contract or has been employed by Joint Operating Committee resolution, either of which may include:</p> <ol style="list-style-type: none"> 1. Term for which employment is contracted, including beginning and ending dates.
<p>SC 1850.1</p>	<ol style="list-style-type: none"> 2. Salary which shall be paid and the intervals at which it shall be paid. 3. Benefits to which the employee is entitled. 4. Procedures for resolution of misunderstandings or disagreements. 5. Statement of mutually agreeable evaluation procedures.
<p>Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq</p>	<p>After receiving an offer of employment but prior to beginning employment, the candidate shall under go a medical examination, as required by law.</p>

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<p>42 U.S.C Sec. 653a</p>	<p>Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p>The center shall submit a New Hire Report for each employee required to be reported by law.</p>
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