

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATORS

ADOPTED: October 20, 2011

REVISED:

303. EMPLOYMENT OF ADMINISTRATORS	
<p>1. Purpose</p>	<p>The Joint Operating Committee places substantial responsibility and authority for the effective management of the center with its administrators.</p>
<p>2. Authority SC 1850.1 Title 22 Sec. 4.4</p>	<p>The Joint Operating Committee shall, by a majority vote of all members present, approve the employment; set the compensation; and establish the term of employment for each administrator employed by the center.</p>
<p>3. Guidelines</p>	<p>With the assistance of the Chief School Administrator, the Administrative Director shall interview qualified candidates and submit recommendations for employment to the Joint Operating Committee. Approval shall normally be given to those candidates for employment recommended by the Administrative Director.</p> <p>After the approval of employment, the Administrative Director shall inform the successful candidate concerning the action of the Joint Operating Committee. The candidate will be required to sign a contract, one (1) copy of which shall remain in the office of the Administrative Director.</p> <p>Any employee'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>SC 1804 Title 22 Sec. 49.161</p>	<p>No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.</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>42 U.S.C. Sec. 653a</p> <p>4. Delegation of Responsibility</p> <p>Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>The center shall submit a New Hire Report for each employee required to be reported by law.</p> <p>The Administrative Director or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment.</p> <p>The Administrative Director or designee shall recruit and recommend applicants in accordance with Joint Operating Committee policy and state and federal law.</p> <p>The Administrative Director or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"><li>1. Successful vocational technical educational training and experience.</li><li>2. Scholarship and intellectual prowess.</li><li>3. Appreciation of children.</li><li>4. Emotional and mental maturity and stability.</li></ol> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to center personnel so they may apply for such positions.</p> <p>The Administrative Director or designee may apply necessary screening procedures to determine the candidate's ability to perform the essential functions of the position.</p> <p>The Administrative Director or designee shall request and review letters of recommendation from former employers and others in assessing the candidate's qualifications. Letters of recommendation and references shall be retained confidentially and for official use only.</p>
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