

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

No. 304

SECTION: EMPLOYEES  
TITLE: EMPLOYMENT OF STAFF  
ADOPTED: October 20, 2011  
REVISED: April 20, 2016

## Authority

The Joint Operating Committee places substantial responsibility for the effective management and operation of the center and the quality of the educational program with its administrative, professional and support employees.

The Joint Operating Committee shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the center.[\[1\]](#)[\[2\]](#)[\[3\]](#)

No teacher shall be employed who is related to any member of the Joint Operating Committee, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.[\[4\]](#)

The Joint Operating Committee authorizes the use of professional and support employees prior to Joint Operating Committee approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.

The center shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.[\[5\]](#)

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.

## Pre-Employment Requirements

**The center 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 center 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.**[\[16\]](#)

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 center has evaluated the results of that screening process.[\[6\]](#)[\[7\]](#)

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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.[\[6\]](#)[\[16\]](#)

A candidate for employment in the center shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Joint Operating Committee policy and state and federal laws and regulations.[\[12\]](#)

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

The Administrative Director or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[\[13\]](#)

The Administrative Director 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.

Each certificated administrative and professional employee employed by the center shall be responsible for maintaining a valid certificate when such certificate is required by law.[\[1\]](#)[\[8\]](#)[\[10\]](#)[\[11\]](#)

### Special Education Paraprofessionals

All instructional paraprofessionals hired by the center, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:[\[14\]](#)[\[15\]](#)

1. At least two (2) years of postsecondary study.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.[\[14\]](#)

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### Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.[\[14\]](#)

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.

### Educational Interpreters

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.[\[14\]](#)

### **PSBA Revision 11/14 © 2014 PSBA**

#### Legal

1. [24 P.S. 1850.1](#)
2. [22 PA Code 4.4](#)
3. Pol. 328
4. [24 P.S. 1111](#)
5. [24 P.S. 1204.1](#)
6. [24 P.S. 111](#)
7. [23 Pa. C.S.A. 6344](#)
8. [24 P.S. 1201](#)
9. [24 P.S. 2070.2](#)
10. [22 PA Code 49.131 et seq](#)
11. [22 PA Code 339.41](#)
12. Pol. 104
13. [42 U.S.C. 12112](#)
14. [22 PA Code 14.105](#)
15. Pol. 113
16. [24 P.S. 111.1](#)
- [24 P.S. 108](#)
- [24 P.S. 1089](#)
- [24 P.S. 1142](#)
- [24 P.S. 1804](#)
- [22 PA Code 8.1 et seq](#)
- [22 PA Code 403.2](#)
- [22 PA Code 403.4](#)
- [22 PA Code 403.5](#)
- [18 Pa. C.S.A. 9125](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- [42 U.S.C. 12101 et seq](#)