

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: October 20, 2011

REVISED:

	404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES
1. Purpose	The Joint Operating Committee places substantial responsibility for the educational program and effective operation of the center with the professional staff, including educational specialists, employed by the center.
2. Authority SC 1850.1 Title 22 Sec. 4.4	The Joint Operating Committee, by a majority vote of all members present, shall approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the center.
SC 1111	No teacher shall be employed who is related to any member of the Joint Operating Committee, as defined in statute, 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.
3. Guidelines	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.
	Political patronage or favoritism based on family relationship at no time will enter into the employment, assignment, or promotion of individuals.
SC 1204.1	The center shall use the Standard Application For Teaching Positions but may establish and implement other application requirements.
SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	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. 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>SC 1804 Title 22 Sec. 49.131, 49.141 et seq</p>	<p>Utilization of professional employees prior to employment approval by the Joint Operating Committee is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular meeting.</p> <p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p>
<p>42 U.S.C. Sec. 653a</p>	<p>The center shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Selection And Election</u></p> <p>An individual wishing consideration for employment as a professional employee shall request information and application forms from the office of the Administrative Director.</p> <p>Candidates for professional positions shall be sent the standard application blank in accordance with Joint Operating Committee policy. Only candidates who complete and return the application and all required credentials and references will be considered eligible for the position.</p> <p>The Administrative Director shall contact candidates and make arrangements for interviews.</p> <p>After the election of the successful candidate, the Administrative Director shall inform the 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>Pol. 409</p> <p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p><u>Vacancies</u></p> <p>Vacancies in professional positions shall be made known to center employees and each participating school district in accordance with Joint Operating Committee policy.</p> <p>The Administrative Director or designee shall be responsible for developing procedures for the recruitment, interviewing, screening and recommendation of qualified candidates for employment in accordance with Joint Operating Committee policy and state and federal law.</p>

SC 1109	<p>Candidates shall be recommended on the basis of references, as well as demonstration lessons or other appropriate activities.</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"> 1. Successful educational training and experience. 2. Scholarship and intellectual prowess, including such measures as collegiate grade point average and NTE scores. 3. Appreciation of children. 4. Emotional and mental maturity. <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 to assess the candidate's qualifications. Letters of recommendation and references shall be retained confidentially and for official use only.</p>
---------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

School Code
111, 1109,
1111, 1201,
1204.1, 1804,
1850.1

Federal
Regulations
P.L. 88-352
P.L. 92-318

Title 22
Sec. 4.4, 49.131,
49.141 et seq

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES - Pg. 4

PA Statute
23 Pa. C.S.A.
6301 et seq

Joint Operating
Committee Policy
409