

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF
CLASSIFIED EMPLOYEES

ADOPTED: October 20, 2011

REVISED:

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Joint Operating Committee recognizes the role that qualified and competent classified employees contribute to the effective operation of the vocational technical programs of the center.
2. Authority SC 1850.1	The Joint Operating Committee shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the center.
3. Guidelines	<p>For the purposes of the 500 section of Joint Operating Committee policy, classified positions shall be deemed to be paraprofessionals, aides and other personnel that directly support students.</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. Candidates will be recommended for employment based on references, experience, and training.</p> <p>An employee's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p>Utilization of classified employees prior to employment approval by the Joint Operating Committee is authorized when necessary to maintain continuity of services in the center. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular meeting.</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>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	

<p>4. Delegation of Responsibility Pol. 104</p>	<p>The Administrative Director or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment 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"> 1. Ability to complete essential job functions. 2. Emotional and mental maturity.
<p>42 U.S.C. Sec. 12112</p>	<p>The administration may administer screening tests that bear upon the candidate's ability to perform the essential functions of the position.</p> <p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p><u>Special Education Paraprofessional</u></p> <p>All instructional paraprofessionals hired on or after July 1, 2010, 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:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of postsecondary study. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a state or local assessment.
<p>Title 22 Sec. 14.105</p>	<p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Personal Care Assistants</u></p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>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.</p>

<p>Title 22 Sec. 14.105</p>	<p><u>Educational Interpreters</u></p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 14.105, 403.2, 403.5</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa., C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans with Disabilities Act – 42 U.S.C. Sec. 12101 et seq</p> <p>Joint Operating Committee Policy – 000, 104, 113</p> <p>PSBA Revision 1/09</p>
---------------------------------	--