



SECTION: EMPLOYEES

POLICY: 304

**TITLE: EMPLOYMENT OF
DISTRICT STAFF**

ORIGINAL: January 14, 2002

CURRENT REVISION: December 13,
2021

**LAST REVIEWED BY THE
ADMINISTRATION:**

ADMINISTRATIVE GUIDELINES

Administrators

- A. The Superintendent or designee shall seek candidates of good moral character and ethical conduct who possess the following attributes where applicable for the appropriate administrative position:
 - a. Successful education, training and experience in their area of certification or responsibility.
 - b. Scholarship and intellectual vigor.
 - c. Appreciation for the teaching and learning process and understanding of children.
 - d. Emotional and mental maturity and stability.
 - e. Strong oral and written communication skills.
 - f. Proven leadership qualities and skills in the area of certification or responsibility.
 - g. Such other skills as determined by the Superintendent.
- B. The Superintendent or designee shall, in the conduct of recruiting activities when applicable:
 - a. Seek candidates throughout the country of diverse backgrounds and experience.
 - b. Seek candidates known for exceptional administrative skills and successes through direct contact by appropriate District administrative personnel.
- C. Staff vacancies that represent opportunities for professional advancement or diversification shall be posted within the district when appropriate. Qualified applicants within the district will be given consideration for any vacancy for which she/he qualifies and for which she/he chooses to apply. The Board will be searching for the best person for each position and will not restrict itself to selecting from within the school system alone.
- D. The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks for which the candidate is being considered.
- E. The Superintendent or designee shall seek such recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.
- F. Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

- G. No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required. All candidates must submit a certificate for review and verification by the Superintendent or designee.
- H. No administrator shall be employed who is related to any member of the Board, unless such administrator receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote. As defined in 24PS 11-1111, relatives would include father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.
- I. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse.
- J. The district shall submit a New Hire Report for all employees required to be reported by law.
- K. Applications will be kept active for a period of 12 months. After a year has elapsed, they will be discarded.

Professional Staff

- A. The Superintendent or designee shall seek candidates of good moral character and ethical conduct who possess the following attributes:
 - a. Successful education, training and experience in their area of certification.
 - b. Scholarship and intellectual prowess, including such measures as collegiate grade point average and NTE scores.
 - c. Appreciation and understanding of children and their development.
 - d. Emotional and mental maturity.
 - e. Strong oral and written communication skills.
 - f. Demonstrated evidence of special teaching skills or talents.
 - g. Special consideration will be given to candidates possessing or pursuing dual certification.
- B. The Superintendent or designee shall, in the conduct of recruiting activities:
 - a. Seek candidates throughout the country of diverse backgrounds and experience.
 - b. Seek candidates known for exceptional teaching skills or talents by initiating contact with potential candidates.
- C. Candidates shall be recommended based on interview performances, writing samples, demonstration lessons (whenever possible) and/or other appropriate activities.
- D. Staff vacancies that represent opportunities for professional advancement or diversification shall be posted within the district whenever appropriate. Qualified applicants within the district will be given consideration for any vacancy for which she/he qualifies and for which she/he chooses to apply. The Board will be searching for the best person for each position and will not restrict itself to selecting from within the school system alone.
- E. The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks for which the candidate is being considered.
- F. The Superintendent or designee 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.
- G. No teacher shall be employed who is related to any member of the Board, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote. As defined in 24PS 11-1111, relatives would include father,

mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

- H. The Wissahickon School District shall use the Pennsylvania Standard Application for Teaching Positions but may establish and implement other application requirements. The Wissahickon School District participates in an on-line application process. Applicants are required to submit the Pennsylvania Standard Application on-line.
- I. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse.
- J. Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
- K. The Superintendent or his /her designee authorizes utilization of professional employees prior to employment approval by the Board when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.
- L. No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification. All candidates must submit a certificate for review and verification by the Superintendent or his/her designee.
- M. The district shall submit a New Hire Report for all professional employees required to be reported by law.
- N. Applications will be kept active for a period of 12 months. After a year has elapsed, they will be discarded.

Support Staff

- A. The Superintendent or his/her designee shall seek candidates of good moral character and ethical conduct who possess the following attributes that are necessary for the position and area of responsibility:
 - a. Appreciation and understanding of children
 - b. Emotional and mental maturity and stability
 - c. Job skills and knowledge to perform job functions
- B. Staff vacancies that represent opportunities for advancement or diversification shall be posted within the district whenever appropriate. Qualified applicants within the district will be given consideration for any vacancy for which she/he qualifies and for which she/he chooses to apply. The Board will be searching for the best person for each position and will not restrict itself to selecting from within the school system alone.
- C. The administration may administer screening/performance tests that bear upon the candidate's ability to perform the tasks for which he/she is being considered.
- D. 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.
- E. No person shall be employed who is related to any member of the Board, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote. As defined in 24PS 11- 111, relatives would include father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

- F. Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
- G. Utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district. A Letter of Interim Appointment signed by the Superintendent is used for this purpose. Retroactive employment shall be recommended to the Board at the next regular meeting.
- H. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse.
- I. The district shall submit a New Hire Report for all classified employees required to be reported by law.
- J. Applications will be kept active for a period of 12 months. After a year has elapsed, they will be discarded.
- K. Title I Paraprofessionals
 - a. All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002, shall have a secondary school Diploma or a recognized equivalent and one (1) of the following:
 - i. Completed at least two (2) years of study at an institution of higher learning.
 - ii. Obtained an Associate's or higher degree.
 - iii. Met a rigorous standard of quality through a formal assessment.
 - b. Title I paraprofessionals who solely coordinate parent involvement activities or act, as translators are exempt from the above qualifications.
 - c. The principal of a school providing Title I programs to students shall annually attest those paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations.