



**Section:** ADMINISTRATIVE EMPLOYEES  
**Title:** EMPLOYMENT OF ADMINISTRATORS  
**Adopted:** February 20, 1991  
**Revised:** December 18, 2001  
 August 21, 2007

	<b>304. EMPLOYMENT OF ADMINISTRATORS</b>	
1. Purpose	<p>The Joint Operating Committee places substantial responsibility for the education program and effective operation of the schools with the administrative staff employed by the Career and Technology Center.</p>	Title 22 Sec. 4.4
2. Authority	<p>The Joint Operating Committee, by a majority vote of all members, shall approve the employment; set the compensation; and establish the term of employment for each administrative staff member employed by the Career and Technology Center.</p> <p>No administrator shall be employed who is related to any member of the Joint Operating Committee, as defined in statute, unless such administrator 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.</p>	SC 508, SC 1106, SC 1142, SC 1146  SC 1111
3. Guidelines	<p>Approval shall normally be given to the candidates for employment recommended by the Administrative Director.</p> <p>When any recommended candidate has been rejected by the Joint Operating Committee, the Administrative Director shall make a substitute recommendation.</p> <p>The Career and Technology Center shall use the Standard Application for Positions but may establish and implement other application requirements.</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 Career and Technology Center has evaluated the results of that screening process.</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>Utilization of administrative 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>	SC 1204.1  SC 111 23 PA C.S.A. 6301 et seq.

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4. Delegation of Responsibility	<p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p> <p>The Career and Technology 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 as administrators, in accordance with Joint Operating Committee policy and state and federal law and regulations.</p> <p>Candidates shall be recommended on the basis of references, as well as other appropriate screening methods.</p> <p>The Administrative Director or designee shall seek candidates of good moral character who possess the following attributes:</p> <ul style="list-style-type: none"> <li>▶ Successful educational training and experience.</li> <li>▶ Scholarship and intellectual prowess, including such measures as collegiate grade point average.</li> <li>▶ Appreciation of children.</li> <li>▶ Emotional and mental maturity.</li> </ul> <p>The Administrative Director or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The Administrative Director or designee shall seek recommendation 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>Each Administrator employed by the Career and Technology Center shall be responsible for maintaining a valid teaching and other required certificate(s).</p> <p>The Administrative Director will follow established Job Vacancy Processing Procedures.</p>	<p>SC 1201 Title 22 Sec. 49.81 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>Pol. 104 P.L. 88-352 P.L. 92-318</p> <p>SC 1109</p> <p>SC 1201 Title 22 Sec. 49.81 et seq.</p>