



**Section:** ADMINISTRATIVE EMPLOYEES

**Title:** EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/ ASSISTANT ADMINISTRATIVE DIRECTOR

**Adopted:** February 20, 1996

**Revised:** September 21, 2004  
August 21, 2007

	<p align="center"><b>302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/ ASSISTANT ADMINISTRATIVE DIRECTOR</b></p>	
<p>1. Purpose</p>	<p>The Joint Operating Committee places the primary responsibility and authority for the administration of the Lebanon County Career and Technology Center in the Administrative Director. Therefore, selection of an Administrative Director or Assistant Administrative Director is critical to the effective management of the Lebanon County Career and Technology Center.</p>	<p>SC 1001</p>
<p>2. Authority</p>	<p>When the position of Administrative Director or Assistant Administrative Director becomes vacant, the Joint Operating Committee shall elect an Administrative Director or Assistant Administrative Director by a majority vote of all members of the Joint Operating Committee and shall fix the beginning salary and term of office.</p> <p>The Joint Operating Committee shall actively seek the best qualified and most capable candidate for the position of Administrative Director. It may be aided in this task by:</p> <ul style="list-style-type: none"> <li>• A committee of Joint Operating Committee members and/or,</li> <li>• The counsel of the Chief School Administrator,</li> <li>• The counsel of the retiring Administrative Director.</li> </ul> <p>The Joint Operating Committee at its discretion will seek applicants for the position of Assistant Administrative Director:</p> <ul style="list-style-type: none"> <li>• By nomination of the Administrative Director or</li> <li>• By the same process used to determine the Administrative Director.</li> </ul>	<p>SC 1850.1</p>
<p>3. Guidelines</p>	<p><u>Recruitment</u> Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ul style="list-style-type: none"> <li>• Preparation of a job description for the position, written in accordance with the requirements of law.</li> <li>• Preparation of written qualifications, in addition to proper state requirements, for all applicants.</li> </ul>	<p>42 U.S.C. Sec. 12101 et seq</p> <p>SC 1804 Title 22 Sec. 49.163</p>

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	<ul style="list-style-type: none"> <li>• Preparation of informative material describing the Lebanon County Career and Technology Center and its educational goals and vocational technical programs.</li> <li>• Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.</li> <li>• Opportunity for applicants to visit the Lebanon County Career and Technology Center, at the Joint Operating Committee's invitation.</li> <li>• Recruitment and evaluation of candidates in accordance with Joint Operating Committee policy and state and federal law.</li> </ul> <p>A screening process shall be established that ensures the Joint Operating Committee has an opportunity to interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.</p> <p>The Joint Operating Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be borne by the Lebanon County Career and Technology Center.</p> <p><u>Employment</u></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 Lebanon County Career and Technology Center has evaluated the results of that screening process.</p> <p>No person shall be employed as Administrative Director or Assistant Administrative Director unless s/he has been employed by Joint Operating Committee resolution, which may include:</p> <ul style="list-style-type: none"> <li>• Salary which shall be paid and the intervals at which it shall be paid.</li> <li>• Benefits to which the employee is entitled.</li> <li>• Statement of the procedure to be followed and the consequences of termination or modification.</li> <li>• Procedures for resolution of misunderstandings or disagreements.</li> <li>• Statement of mutually agreeable evaluation procedures.</li> </ul> <p>After receiving an offer of employment but prior to beginning employment, the candidate shall under go a medical examination, as required by law.</p> <ul style="list-style-type: none"> <li>• At the candidates expense.</li> </ul> <p>Any candidate'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>20 U.S. C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>SC 1850.1</p> <p>Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq</p>

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	<p>References: School Code – 24 P.S. Sec. 111, 1001, 1804, 1850.1 State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.163 State Department of Health Regulations – 28 PA Code Sec. 23.43 Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq. Federal Anti-Discrimination and Civil Rights Laws – 20 U.S.C. Sec. 1681 et seq. (Title IX) 42 U.S.C. Sec. 2000e et seq. (Title VII) Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq. Joint Operating Committee Policy – 104</p>	