



**Section:** PROFESSIONAL EMPLOYEES  
**Title:** EMPLOYMENT OF PROFESSIONAL EMPLOYEES  
**Adopted:** February 20, 1996  
**Revised:** September 21, 2004  
 August 21, 2007

	<b>402. EMPLOYMENT OF PROFESSIONAL EMPLOYEES</b>	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p>The Joint Operating Committee places substantial responsibility for the educational program and effective operation of the Lebanon County Career and Technology Center with the professional staff, including educational specialists, employed by the Lebanon County Career and Technology Center.</p> <p>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 Lebanon County Career and Technology Center.</p> <p>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.</p> <p>Approval shall normally be given to those 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 Lebanon County Career and Technology Center shall use the Standard Application For Teaching 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 Lebanon County 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> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>SC 1850.1 Title 22 Sec. 4.4</p> <p>SC 1111</p> <p>SC 1204.1</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>

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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 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> <ul style="list-style-type: none"> <li>• Successful educational training and experience.</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 essential functions of the position.</p> <p>The Administrative Director 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.</p> <p>References:  School Code – 24 P.S. Sec. 111, 1109, 1111, 1204.1, 1804, 1850.1  State Board of Education Regulations –  22 PA Code Sec. 4.4, 8.1 et seq., 49.131, 49.141 et seq.  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>	<p>SC 1804  Title 22  Sec. 49.131,  49.141 et seq</p> <p>20 U.S.C.  Sec. 1681 et seq  42 U.S.C.  Sec. 2000e et seq  Pol.104</p> <p>SC 1109</p> <p>42 U.S.C.  Sec. 12101 et seq</p>