

# EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATORS

ADOPTED: May 17, 2007

REVISED: March 19, 2009  
February 28, 2012

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective operation and management of the schools with district administrators.
2. Authority SC 508, 1089, 1106, Title 22 Sec. 4.4 Pol. 328	The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this district.
3. Guidelines	<p>The Board shall furnish the Superintendent with the most qualified individuals available to serve on the administrative staff. The Superintendent shall be expected to work with the administrative staff through proper delegation of authority to each administrator according to the administrator's competence and assignment, and by regular meetings where each administrative staff member has an opportunity to participate.</p> <p>The Superintendent shall submit a single nomination to the Board for each administrative personnel appointment. While the Board may accept or reject nominations, election of an administrator shall be valid only if made on the nomination of the Superintendent. In the case of rejection, it shall be the duty of the Superintendent to make another nomination.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
SC 1109 Title 22 Sec. 49.1 et seq	No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification.

<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</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 district has evaluated the results of that screening process.</p> <p>Individuals convicted of one (1) or more of the crimes enumerated in 24 P.S. §1-111 are permanently prohibited from seeking or retaining employment within the district. Individuals convicted of felonies other than those listed in 24 P.S. §1-111 are prohibited from seeking or retaining employment within the district from ten (10) years from the date of expiration of the sentence for the offense. Individuals convicted of first-degree misdemeanors are prohibited from seeking or retaining employment within the district from five (5) years from the date of expiration of the sentence of the offense, with the exception of first-degree-misdemeanor driving-under-the-influence (DUI), for which a three-year prohibition shall be in effect.</p> <p>Once hired, an administrator who is arrested or convicted of one (1) of the enumerated offenses listed in 24 P.S. §1-111 must report such arrest/conviction in writing to the Superintendent within seventy-two (72) hours of the arrest/conviction. Failure to so disclose such offenses shall result in termination.</p> <p>Administrators or other individuals responsible for making employment decisions who have reason to suspect that an employee has been arrested for and/or criminally convicted of an offense enumerated in 24 P.S. §1-111, and such employee has not provided written notice of the arrest/conviction, shall require such employee to submit to the administrator a current report of criminal history record information, as required by 24 P.S. §1-111. The district shall be responsible for the costs of such reports.</p>
<p>42 U.S.C. Sec. 653a</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Nepotism</u></p> <p>For purposes of this policy, <b>nepotism</b> is defined as patronage bestowed in consideration of family relationship and not of merit.</p> <p>The Board rejects the practice of nepotism, as defined in this policy, and reaffirms the practice of hiring the best qualified individual for the position. In cases where relationship to Board members or current employees is a factor, the Board will be guided by the current provisions of law and strict adherence to its own hiring procedures.</p>



References:

School Code – 24 P.S. Sec. 108, 111, 508, 1089, 1106, 1109

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq.,  
49.1 et seq.

Criminal History Records Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

State Directory of New Hires – 42 U.S.C. Sec. 653a

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 000, 104, 328