

FERNDALE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: MARCH 21, 2007

REVISED:

| 303. EMPLOYMENT OF ADMINISTRATORS | |
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| <p>1. Purpose</p> | <p>The Board places substantial responsibility and authority for the effective management of the schools with district administrators.</p> |
| <p>2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4</p> | <p>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.</p> |
| <p>3. Guidelines</p> <p>SC 1109 Title 22 Sec. 49.111 et seq</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>42 U.S.C. Sec. 653a</p> | <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</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> <p>No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.</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>The district shall submit a New Hire Report for each employee required to be reported by law.</p> |
| <p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p> | <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> |

The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:

- 1. Successful educational training and experience.**
- 2. Scholarship and intellectual prowess.**
- 3. Appreciation of children.**
- 4. Emotional and mental maturity and stability.**

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.

The Superintendent 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.

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.