

FERNDALE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: NOVEMBER 20, 1984

REVISED: MAY 9, 2007
OCTOBER 20, 2010

<p>1. Purpose</p> <p>2. Authority SC 1101, 1106, 1148</p> <p>3. Guidelines</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>SC 1148</p>	<p>405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.</p> <p>The Board shall approve the names of potential substitute professional employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</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 Board of Directors reserves the right to determine whether applicants with summary offenses will be approved, on a case-by-case basis. Approvals set a precedence for future summary offense approvals of the same nature.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Board.</p> <p>Substitutes assigned for the same professional employee for the number of days specified by the Board will be compensated at a designated rate approved by the Board and will be eligible for fringe benefits as specified by the Board.</p>
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<p>4. Delegation of Responsibility</p> <p>School Code 111, 1101, 1106, 1148</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>PA Code Title 22 Sec. 8.1 et seq</p> <p>Federal Statute 42 U.S.C. Sec. 653a</p>	<p>The Superintendent or designee shall recruit, screen, assign, evaluate, and recommend candidates for substitute employment.</p>
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Attachment: From PA Standard Application indicating admittance to being charged with a criminal offense.

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of “nolo contendere” (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes No

Are you currently under charges for a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.