

MOON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: October 10, 2000

REVISED: November 14, 2011

<p>1. Purpose</p> <p>2. Authority SC 508, 1089, 1106 Title 22 Sec. 4.4 Pol. 328</p>	<p style="text-align: center;">303. EMPLOYMENT OF ADMINISTRATORS</p> <p>The Board places substantial responsibility and authority for the effective management of the district with administrators who are employed by the district.</p> <p>The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this district.</p> <p>For purposes of this policy, administrative positions shall be deemed to be:</p> <ol style="list-style-type: none">1. Director of Fiscal and School Services.2. Associate Superintendent.3. Director of Pupil Services.4. Athletic Director.5. Supervisor of Elementary Curriculum.6. Supervisor of Secondary Curriculum.7. Director of Curriculum.8. Director of Technology.9. Coordinator of Technology.10. Supervisor of Buildings and Grounds.
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<p>SC 1109 Title 22 Sec. 49.1 et seq</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>3. Guidelines</p> <p>Pol. 104</p>	<p>No person shall be employed unless the Board has requested from the Superintendent one (1) or more recommendations of a person to fill the position. The person elected need not be on the recommended list.</p> <p>Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.</p> <p>No candidate for employment as an administrator shall receive recommendation for such 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 the district has evaluated the results of that screening process.</p> <p>Administrators and candidates for administrative positions shall report, on the designated form, arrests and convictions as required by law. In addition, school administrators are required to report to the school district within seventy-two (72) hours any arrest or conviction of an offense listed in Section 111(e) that occurs after September 28, 2011. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution and/or termination of employment.</p> <p>Procedures shall be developed for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. Applicants shall be recruited and recommended in accordance with Board policy and state and federal law. 2. All of the pertinent items listed in Board Policy 404 shall apply to the hiring of central office administrators. 3. The Board or Committee of the Board may paper screen all applicants or, at its discretion, may designate administrative staff to conduct the screening. 4. The Board or Committee of the Board shall conduct formal interviews of the recommended candidates. If the candidates are not acceptable, the Board or its Committee shall review all applications and select candidates for a second round of interviews until an acceptable candidate is found. The Board or its Committee will then make a final recommendation to the entire Board.
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<p>42 U.S.C. Sec. 12112</p> <p>4. Delegation of Responsibility</p>	<p><u>Qualifications And Performance Responsibilities</u></p> <p>A job description shall be developed for each administrative position that functions in a line capacity. Each job description shall outline the qualifications, the personnel to be supervised, the job goal, performance responsibilities, terms of employment, and the responsible person who will evaluate the performance of each line employee.</p> <p>Subject to the supervision of the Superintendent, the principal shall be the chief administrator of the school or schools to which s/he is assigned and shall be responsible for the organization thereof, the supervision and direction of the staff and students, the general maintenance of order and discipline, and such duties as the Superintendent may determine. The principal shall see to it that the law and the policies, rules, regulations, and standards applicable to the school district are observed and carried into effect. S/He shall maintain a neat building and grounds at all times.</p> <p>The principals shall be concerned, in particular, with the administration and supervision of instruction in their respective buildings. Principals are expected to provide the educational leadership for their building and/or their area of responsibility.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 508, 1089, 1106, 1109</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 49.1 et seq.</p> <p>Criminal History Records Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 328</p>
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