

CARLISLE AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED
EMPLOYEES

ADOPTED: October 19, 2006

REVISED: March 19, 2009
February 19, 2015
September 17, 2015

<p>1. Authority</p> <p>SC 406, 508 Pol. 528</p> <p>SC 111.1</p>	<p style="text-align: center;">504. EMPLOYMENT OF CLASSIFIED EMPLOYEES</p> <p>The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.</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 classified employee employed by the district.</p> <p><u>Employment History Review</u></p> <p>The District shall perform an employment history review as required by state law before offering employment to a candidate. Failure to accurately disclose required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The District may use the information received during the review for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law. The District may not hire an applicant who fails to provide the information required during the review. Where appropriate and in consultation with the District Solicitor, the Board may hire applicants pending satisfactory completion of the employment history review. The Administration is authorized to use its discretion to conduct further investigations of prospective employees or require applicants to provide additional information or authorizations beyond what is required under the law.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
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<p>SC 111 23 Pa. C.S.A. Sec. 6344</p> <p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p> <p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p> <p>2. Delegation of Responsibility Pol. 104</p>	<p>The Board authorizes the use of classified employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board 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. All employees must obtain new State Police criminal history, child abuse, and federal criminal history clearances every 60 months as required by law. Employees who fail to obtain new clearances in a timely manner will be subject to discipline up to and including termination.</p> <p><u>Title I Requirements</u></p> <p>All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of study at an institution of higher learning. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a state or local assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p> <p>The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.</p> <p>The Superintendent or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful training and experience.
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	<ol style="list-style-type: none"> 2. Appreciation of children. 3. Skills required to complete essential job functions. 4. Emotional and mental maturity.
<p>42 U.S.C. Sec. 12112</p>	<p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p>
	<p>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.</p> <p><u>Special Education Paraprofessionals</u></p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p>All instructional paraprofessionals hired on or after July 1, 2010, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:</p>
	<ol style="list-style-type: none"> 1. Completed at least two (2) years of postsecondary study. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a state or local assessment.
<p>Title 22 Sec. 14.105</p>	<p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p>
	<p><u>Personal Care Assistants</u></p>
<p>Title 22 Sec. 14.105</p>	<p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p>

<p>Title 22 Sec. 14.105</p>	<p><u>Educational Interpreters</u></p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.2</p> <p>Criminal History Record 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>No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 000, 104, 113, 528</p>
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