

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: June 28, 2004

REVISED: January 7, 2008

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with district administrators.
2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4	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>For purposes of the 300 section of Board policy, administrative positions shall be deemed to be: Superintendent, Assistant Superintendent, Business Manager, and all members of the Act 93 Agreement.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</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>SC 1109 Title 22 Sec. 49.111 et seq</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>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse and FBI finger print check and the district has evaluated the results of that screening process.</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>

4. Delegation of Responsibility
Pol. 104
P.L. 88-353
P.L. 92-318

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.

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.

The Superintendent or designee shall, in the conduct of recruiting activities, Seek candidates from this state and surrounding states.

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.

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