

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: ADMINISTRATIVE EMPLOYEES
Title: EMPLOYMENT OF ADMINISTRATORS
Date Adopted: 17 August 1981
Date Last Revised: 7 December 2015

303. EMPLOYMENT OF ADMINISTRATORS

- .1 The Board places substantial responsibility and authority for the effective management of the district with administrators who are employed by the district.
- .2 The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this district.
- .3 For purposes of this policy, administrative positions shall be deemed to be business administrator, principal, assistant principal, director of curriculum and instruction, director of special programs, and supervisory personnel appointed by the Board in order to provide effective management and leadership for the operation of the district.
 - .31 Such approval shall normally be given to those candidates for employment recommended by the Superintendent.
 - .32 When the Board has rejected any recommended candidate, the Superintendent shall make a substitute recommendation.
 - .33 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.
 - .34 No candidate for employment as an administrator shall receive recommendation for such employment without evidence of his/her certification, if such certification is required.
- .4 The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines:

- .41 She/He shall recruit and recommend applicants in accordance with board policy and state and federal law.
- .42 She/He shall seek candidates of good moral character for employment who possess the following attributes:
 - .421 successful educational training and experience
 - .422 scholarship and intellectual vigor
 - .423 appreciation of children
 - .424 good physical health
 - .425 emotional and mental maturity and stability.
- .43 Staff vacancies, which represent opportunities for professional advancement or diversification, shall be made known to district personnel so that they may apply for such positions.
- .44 She/He may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.
- .45 She/He shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications.
- .5 No administrative employee shall be employed until such candidate has submitted at their own expense the following state-mandated documentation under Act 126 of 2013, Act 153 of 2014, and Act 168 of 2014 including but not limited to: 1) Original Pennsylvania State Police Criminal Record Check, FBI Clearance Registration Number, and original Child Abuse Clearance renewable every five years from the date of the clearances; 2) Sexual Misconduct/Abuse Disclosure Release(s); and 3) a current Mandated Reporter Training Certificate renewable every five years. If the candidate does not have a Mandated Reporter Training Certificate, he/she must complete and submit proof of completion of this training within 90 days of his/her hire date.