

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: August 28, 1997

REVISED: September 23, 2004

<p>1. Purpose Title 22 Sec. 4.4</p> <p>2. Definitions</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>3. Authority SC 508, 1106, 1142, 1146</p>	<p style="text-align: center;">404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES</p> <p>The Board places substantial responsibility for effective operation of the schools with the professional staff employed by the district. The Board adopts this policy to guide the procedures for hiring professional employees within an approved annual plan for high quality education at an acceptable cost.</p> <p>Professional employee - defined as a certified teacher, guidance counselor, psychiatrist, librarian, school nurse or other person providing professional services during the school year.</p> <p>Job description - defined as a written statement of the purpose, tasks to be performed, designated supervisor, measures of performance, and specific entry-level qualifications. Job descriptions must be in accordance with the Americans With Disabilities Act.</p> <p>Permanent staff - defined as that body of professional employees understood to have achieved the status of permanent employment and to benefit from the conditions stated in Article XI of the School Code.</p> <p>Substitute employee - defined as an individual providing services for a limited number of days without contract, and performing the duties of a professional employee.</p> <p>Full-time substitute - defined as an individual employed by written contract to perform the duties of a professional employee during a defined period of time when the regular professional employee is absent on sabbatical or other leave approved by the Board.</p> <p>The Board shall approve the employment and fix the compensation for each professional employee employed by the district. It shall also fix the term of employment or other conditions that may reflect the difference between full-time and part-time employment.</p>
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<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>SC 1201 Title 22 Sec. 49.81 et seq</p> <p>20 U.S.C. Sec. 6319</p> <p>4. Delegation of Responsibility SC 1005, 1081</p> <p>5. Guidelines</p>	<p>No final employment offer shall be executed until it is approved by the Board when assured that personnel expenses stay within approved budgets and available funds.</p> <p>The need for additional professional employees must be agreed to; and their selection must be approved by the Board, based on advice given by the district's administrative staff within a plan of operations previously approved by the Board.</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 these screening processes.</p> <p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p> <p><u>Title I Teachers</u></p> <p>All teachers working in a program supported with Title I funds who were hired after January 8, 2002, shall be highly qualified, as defined by federal law and regulations.</p> <p>Hiring professional employees to serve the district and provide quality education is a shared responsibility. Primarily an obligation of the Superintendent, recommending individuals for employment requires the judgment of principals and administrative directors.</p> <p>All employees shall receive, and any vacancy shall be defined, by a written job description and an indication of the status and length of employment intended. Copies of all job descriptions shall be maintained in the administration office by the Superintendent or a designee.</p> <p>This policy is believed to be consistent with state and federal law and not counter to any existing agreement with the bargaining unit of the district's professional employees. Should this belief be in error, revisions will be made to correct inconsistencies and avoid possible conflict.</p> <p>This policy shall be reviewed annually by the Superintendent, with recommended changes submitted during March for Board consideration.</p>
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<p>Pol. 104 P.L. 88-352 P.L. 92-318 SC 1109</p>	<p><u>Qualifications</u></p> <p>Candidates shall be recruited and recommended in accordance with Board policy and state and federal law. An individual applying to be considered for hire as a professional, full-time substitute or substitute employee shall satisfy the legal requirements stated in Section 1109 of the Public School Code. Further requirements to be eligible for interview and possible selection shall be clearly stated in a written prescription and made available to all interested applicants.</p> <p>Unless previously approved on a case-by-case basis by the Board, the normal first employment of an individual in the district shall be as a substitute or as a long term substitute employee in job assignments, at the minimum level of compensation.</p> <p><u>Annual Staffing Plan</u></p> <p>Annually in the month of May, the Superintendent shall prepare a tentative plan for the permanent staffing by building of the district for the following school year.</p> <p>Before being implemented, the plan shall require approval by a majority vote of the Board.</p> <p><u>Annual Hiring Program</u></p> <p>From the approved staffing plan, vacancies shall be posted in accordance with the collective bargaining agreement, and they shall be advertised in the local newspapers and professional publications on an as needed basis.</p> <p>A process of interview and selection shall be established by the Superintendent, involving the district administrative and supervisory personnel whose judgment is pertinent.</p> <p>A list of the professional employees to be hired or considered qualified to serve in temporary duty shall be recommended to the Board, with comments on the credentials of each.</p> <p>Using, if necessary, a line item veto, the Board shall concur with the proposed hirings. The final written confirmation with those individuals who are to serve the district shall await a majority vote of the full Board to approve such action(s).</p>
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<p>SC 1201 Title 22 Sec. 49.81 et seq</p> <p>20 U.S.C. Sec. 6319</p> <p>School Code 111, 508, 1106, 1109, 1111, 1201, 1204.1</p> <p>PA Code Title 22 Sec. 4.4, 8.1 et seq, 49.81 et seq</p> <p>PA Code Title 22 Sec. 403.1, 403.4</p>	<p><u>Occasional Hiring Program</u></p> <p>The Superintendent may recommend hiring additional substitute and long term substitute employees during the school year to meet unforeseen increased enrollment, sickness of permanent staff, and other possible emergency conditions.</p> <p>As a first consideration, any unpredicted requirement for professional services shall be met locally by a realignment of existing assignments by the building principal, emphasis and priority always being given to classroom teaching needs. When hiring additional employees is unavoidable, the screening of applicants shall follow the same rigor and process as applied to the annual hiring program.</p> <p>To cover any urgent needs, especially when a regular classroom would otherwise lack a teacher for many days, the Superintendent may take action prior to Board approval. However, in this circumstance s/he shall document the circumstances, advise the Board President of his/her intention, and obtain retroactive Board agreement as soon as possible.</p> <p><u>Certification</u></p> <p>Each professional staff member employed by the district shall be responsible for maintaining a valid teaching certificate.</p> <p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal and state 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>
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PA Statute
23 Pa. C.S.A.
6301 et seq

Federal
Regulations
P.L. 88-352
P.L. 92-318