

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATORS

ADOPTED: December 16, 2004

REVISED: August 17, 2006, June 18, 2015

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Joint Operating Committee places substantial responsibility and authority for the effective management of the school with its administrators.
2. Authority SC 1850.1 Title 22 Sec. 4.4	The Joint Operating Committee shall, by a majority vote of all members present, approve the employment; set the compensation; and establish the term of employment for each administrator employed by the school.
3. Guidelines	<p>All applications received in the school shall be placed on file.</p> <p>All personnel to be employed are to appear on the agenda for Joint Operating Committee action.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Administrative Director.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p>
SC 1804 Title 22 Sec. 49.161	No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.
SC 111 23 Pa. C.S.A. 6301 et seq	No candidate shall be employed until such candidate has complied with all the PDE mandatory background check requirements for criminal history, child abuse, and a successful FBI fingerprint check as provided for in Act 114, and Act 168, and all other PDE mandated background checks and certifications, and the school has evaluated the results of that screening process.
42 U.S.C. Sec. 653a	The school shall submit a New Hire Report for each employee required to be reported by law.

<p>4. Delegation of Responsibility</p> <p>Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>The Administrative Director or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment.</p> <p>The Administrative Director or designee shall recruit and recommend applicants in accordance with Joint Operating Committee policy and state and federal law.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to school personnel so they may apply for such positions.</p> <p>The Administrative Director or designee may apply necessary screening procedures to determine the candidate's ability to perform the essential functions of the position.</p> <p>The Administrative Director 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>
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