

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: POSITION VACANCIES
PROCEDURE

ADOPTED: December 16, 2004

REVISED:

	<p style="text-align: center;">404.2 POSITION VACANCIES PROCEDURE</p> <p>1. Purpose The Joint Operating Committee desires that all position vacancies occurring within the school receive the widest possible public notice in an effort to attract as many qualified applicants as possible.</p> <p>2. Guidelines Consideration for each position within the Carbon career & Technical Institute shall be based on relevant qualifications to meet the demands of established job descriptions.</p> <p>Professional personnel vacancy notices shall be:</p> <ol style="list-style-type: none">1. Posted at school locations.2. Advertised for in the Classified section of regional newspapers.3. Advertised for through appropriate PSBA and PSEA channels. <p><u>General Requirements</u></p> <ol style="list-style-type: none">1. Prospective professional staff persons shall complete a Standard PA Application form. This form shall be returned to the Administrative Director upon completion, along with the following information:<ol style="list-style-type: none">a. A teaching certificate copy.b. Business/industry experience verification.c. College transcripts/placement credentials.d. Background checks of prospective employees as required by Act 34 and Act 151.e. I-9 Employment Eligibility Verification Form (Alien Form).f. PA Dept. of Health School Personnel Health Record.
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	<ol style="list-style-type: none">2. All qualified applications shall be paper-screened using consistent accepted school criteria. Interviews will be arranged after paper-screening is completed.3. After interviews are completed, recommendations shall be made for Joint Operating Committee action. All interviewed candidates will receive letters of notification of their disposition.4. After Joint Operating Committee action is completed, names appear in Joint Operating Committee minutes, and persons hired are notified, a professional employee cumulative folder shall be prepared and maintained by the school. A conditions letter shall be sent to each temporary professional person hired stating the Joint Operating Committee's decision, conditions of employment, and salary for the year.
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