

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
PROFESSIONAL EMPLOYEES

ADOPTED: December 16, 2004

REVISED: August 17, 2006, June 18, 2015,  
June 19, 2025

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	
1. Purpose	The Joint Operating Committee places substantial responsibility for the educational program and effective operation of the school with the professional staff, including educational specialists, employed by the school.
2. Authority SC 1850.1 Title 22 Sec. 4.4	The Joint Operating Committee, by a majority vote of all members present, shall approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the school.
SC 1111	No professional employee shall be employed who is related to any member of the Joint Operating Committee, as defined in statute, unless such employee receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.
3. Guidelines	Approval shall normally be given to those candidates for employment recommended by the Administrative Director. All personnel to be employed are to appear on the Joint Operating Committee agenda for action.
SC 1204.1	The school shall use the Standard Application For Teaching Positions but may establish and implement other application requirements.
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, Act 168, and all other PDE mandated background checks and certifications, and the school has evaluated the results of that screening process.  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.

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<p>SC 1804 Title 22 Sec. 49.131, 49.141 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p> <p>School Code 111, 1109, 1111, 1201, 1204.1, 1804, 1850.1</p> <p>Federal Regulations P.L. 88-352 P.L. 92-318</p> <p>Title 22 Sec. 4.4, 49.131, 49.141 et seq</p>	<p>Utilization of professional employees prior to employment approval by the Joint Operating Committee is authorized when necessary to maintain continuity in the educational program. 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, Act 168, and all other PDE mandated background checks and certifications, and the school has evaluated the results of that screening process. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular meeting.</p> <p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p> <p>The school shall submit a New Hire Report for each employee required to be reported by law.</p> <p>The Administrative Director or designee shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Joint Operating Committee policy and state and federal law.</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 to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
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PA Statute 23 Pa. C.S.A. 6301 et seq	
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