

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: POSITION VACANCIES  
PROCEDURE

ADOPTED: December 16, 2004

REVISED: June 18, 2026

404.2 POSITION VACANCIES PROCEDURE	
1. Purpose	<p><b>Purpose</b> 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>
2. Guidelines	<p><b>Guidelines</b> Consideration for each position within the Carbon career &amp; 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"><li>1. Posted at school locations.</li><li>2. Advertised for in the Classified section of regional newspapers.</li><li>3. Advertised for through, including but not limited to, appropriate PSBA, PSEA channels, website, and social media.</li></ol> <p><u>General Requirements</u></p> <ol style="list-style-type: none"><li>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"><li>a. A teaching certificate copy.</li><li>b. Business/industry experience verification.</li><li>c. College transcripts/placement credentials.</li><li>d. 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 mandated background checks and</li></ol></li></ol>

	<p>certifications. (original must be viewed).</p> <ul style="list-style-type: none"><li>e. I-9 Employment Eligibility Verification Form (Alien Form).</li><li>f. PA Dept. of Health School Personnel Health Record.</li></ul> <ol style="list-style-type: none"><li>2. All qualified applications shall be paper-screened using consistent accepted school criteria. Interviews will be arranged after paper-screening is completed.</li><li>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.</li><li>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.</li></ol>
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