

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED
EMPLOYEES

ADOPTED: November 14, 2007

REVISED:

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
<p>1. Purpose</p>	<p>The Board recognizes the role that qualified and competent classified employees play in the effective operation of the programs of the district.</p>
<p>2. Authority SC 406</p>	<p>The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.</p>
<p>3. Definition</p>	<p>For the purposes of the 500 section of Board policy, classified employees shall be deemed to include the following positions: Group I and Group II.</p>
<p>4. Guidelines</p>	<p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make an alternate recommendation.</p> <p>An employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.</p> <p>Utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next regular meeting.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6301 et seq Title 22 Sec. 8.1 et seq</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 that screening process.</p>

<p>20 U.S.C. Sec. 6319 Title 22 Sec. 403.2, 403.5</p>	<p><u>Title I Paraprofessionals Requirements</u></p> <p>All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of study at an institution of higher learning. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a formal assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>20 U.S.C. Sec. 6319</p> <p>5. Delegation of Responsibility 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p>	<p>The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal 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> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with Board policy and state and federal law and regulations.</p>
<p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful training and experience. 2. Appreciation of children. 3. Skills required to complete essential job functions. 4. Emotional and mental maturity. <p>The administration may administer screening tests that bear upon the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p>

	<p>The administration may seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.</p>
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