

**EASTERN  
WESTMORELAND  
CAREER &  
TECHNOLOGY CENTER**

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATIVE DIRECTOR/  
ASSISTANT ADMINISTRATIVE  
DIRECTOR/PRINCIPAL

ADOPTED: JANUARY 28, 2015

REVISED:

<p>1. Purpose SC 1850.1</p> <p>2. Authority SC 1850.1</p> <p>3. Guidelines</p> <p>Pol. 104</p> <p>SC 1804 Title 22 Sec. 49.163</p>	<p style="text-align: center;">302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/ASSISTANT ADMINISTRATIVE DIRECTOR/PRINCIPAL</p> <p>The primary responsibility and authority for the administration of the center rests in the Administrative Director and Assistant Administrative Director/Principal. Selection of an Administrative Director or Assistant Administrative Director/Principal is critical to the effective leadership and management of the center.</p> <p>When the position of Administrative Director or Assistant Administrative Director/Principal becomes vacant, the Joint Operating Committee shall elect an Administrative Director or Assistant Administrative Director/Principal by a majority vote of all members of the Joint Operating Committee and shall set the compensation and term of office.</p> <p><u>Recruitment And Assessment Of Candidates</u></p> <p>The Joint Operating Committee shall actively seek candidates who meet the qualifications for the position of Administrative Director or Assistant Administrative Director/Principal. To assist in this task, a committee comprised of Joint Operating Committee members may be formed. Professional consultants may also be utilized.</p> <p>When undertaking a search to fill the position of Administrative Director or Assistant Administrative Director/Principal, recruitment procedures shall be prepared and may include the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.</li> <li>2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</li> <li>3. Preparation of informative materials describing the center, its educational goals and technical programs and the position of the Administrative Director or Assistant Administrative Director/Principal.</li> </ol>
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Pol. 104	<p>4. Opportunity for selected applicants to visit the center and meet with staff and other designated stakeholders at the Joint Operating Committee’s invitation.</p>
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	<p>Recruitment, screening and evaluation of candidates shall be conducted in accordance with Joint Operating Committee policy, Joint Operating Committee established leadership criteria, and state and federal law.</p> <p>A candidate's misstatement of material facts as to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p><u>Pre-Employment Requirements</u></p> <p>A candidate shall not be employed on a permanent basis until the individual has complied with all mandatory background checks required by law, including, but not limited to criminal history and child abuse.</p>
SC 111	<p>Each candidate shall report all arrests and convictions. Candidates shall likewise report arrests and/or convictions that occur subsequent to the initial application. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> <p>An individual shall not be employed as Administrative Director or Assistant Administrative Director/Principal unless s/he has signed an employment contract or has been employed by Joint Operating Committee resolution, either of which may include:</p>
SC 1850.1	<p>1. Term for which employment is contracted, including beginning and ending dates.</p> <p>2. Salary contracted and the intervals at which it will be paid.</p> <p>3. Benefits to which the employee is entitled.</p>

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Pol. 314	<p>After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Joint Operating Committee may require.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 1418, 1804, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.163, 49.171</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Joint Operating Committee Policy – 104, 314</p>
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