

**EASTERN
WESTMORELAND
CAREER &
TECHNOLOGY CENTER**

SECTION: EMPLOYEES
TITLE: EMPLOYMENT OF STAFF
ADOPTED: JANUARY 28, 2015
REVISED:

304. EMPLOYMENT OF STAFF	
1. Authority	<p>The Joint Operating Committee places substantial responsibility for the effective management and operation of the center and the quality of the educational program with its administrative, professional and support employees.</p>
SC 1850.1 Title 22 Sec. 4.4 Pol. 328	<p>The Joint Operating Committee shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the center.</p>
SC 1111	<p>No employee who is related to any member of the Joint Operating Committee (as defined by law), shall be hired unless s/he receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant.</p> <p>The Joint Operating Committee authorizes the use of professional and support employees prior to Joint Operating Committee approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.</p> <p>An employee's misstatement of material fact to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p>
SC 1201 Title 22 Sec. 49.131 et seq, 339.41	<p>A candidate for employment in the center shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p>

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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed on a permanent basis until s/he has complied with all mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of that screening process.</p>
<p>SC 111</p>	<p>Each candidate shall report all arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</p>
<p>SC 1204.1</p>	<p>The center shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.</p>
<p>2. Delegation of Responsibility Pol. 104</p>	<p>The Administrative Director or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Joint Operating Committee policy and state and federal laws and regulations.</p>
<p>42 U.S.C. Sec. 12112</p>	<p>The Administrative Director or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p> <p>The Administrative Director or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
<p>SC 1201, 1850.1 Title 22 Sec. 49.131 et seq, 339.41</p> <p>Title 22 Sec. 14.105 Pol. 113</p>	<p>Each certificated administrative and professional employee employed by the center shall be responsible for maintaining a valid certificate when such certificate is required by law.</p> <p><u>Special Education Teaching Assistants</u></p> <p>All instructional teaching assistants hired by the center, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of postsecondary study. 2. Associate's or higher degree. 3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

<p>Title 22 Sec. 14.105</p>	<p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Personal Care Assistants</u></p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Educational Interpreters</u></p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 1089, 1111, 1142, 1201, 1204.1, 1804, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.131 et seq., 339.41, 403.2, 403.4, 403.5</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 – 000, 104, 113, 328</p>