

ALLENTOWN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: 11/83

REVISED: 12/19/94
8/27/98

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the district with administrators who are employed by the district.
2. Authority SC 1142, 1146	<p>The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this district.</p> <p>For purposes of this policy, administrative positions shall be deemed to be:</p> <ul style="list-style-type: none">Business Manager;Director of Community and Student Services;Director of Instructional Support Services;Director of Information Technology;Director of Human Resources;Assistant Director of Instructional Support Services;High School Principal;Assistant High School Principal;Middle School Principal;Assistant Middle School Principal;Elementary Principal;Accountant;Assistant Business Manager;

<p>SC 1109</p> <p>SC 111 23 Pa. CSA 6301</p> <p>42 U.S.C. Sec. 653a</p> <p>3. Delegation of Responsibility</p> <p>Pol. 104 P.L.88-352 (Title VI) P.L.92-318 (Title IX) SC 1109</p>	<p>Instructional Technology & Media Specialist;</p> <p>Director of Buildings and Grounds;</p> <p>Assistant Director of Buildings and Grounds; and</p> <p>Director of Food Services.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>No candidate for employment as an administrator shall receive recommendation for such employment without evidence of her/his certification, if such certification is required.</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>The district shall submit a "New Hire Report" for each employee required to be reported by law.</p> <p>The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. S/He shall recruit and recommend applicants in accordance with Board policy and state and federal law. 2. Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions. 3. S/He may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.
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<p>School Code 111, 1101, 1106, 1109, 1111, 1121, 1142, 1146, 1341, 3706</p> <p>Federal Regulations P.L 88-352 (Title VI) P.L. 92-318 (Title IX)</p> <p>Board Policy No. 104</p>	<p>4. S/He shall 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> <p>No member of the Board shall vote for the election of any close relative of that Board member to any employment position in the district. For the purposes of this policy, a close relative shall include a parent, sibling, child, spouse, grandparent, grandchild, niece/nephew, in-law, or any relative living in the immediate household.</p> <p>No employee shall be elected, assigned, or reassigned to a position which requires that employee to supervise or evaluate, or be supervised or evaluated by, any close relative directly related to her/him. Should promotion place an employee in a position in conflict with the foregoing, the employee to be supervised shall be transferred to another position for which s/he is qualified and which does not diminish her/his employment status.</p> <p>Nothing in this policy shall affect the employment status of any person presently employed by the Board. Exceptions to this policy may be approved at the sole discretion of the Board.</p>
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