

**JERSEY SHORE
AREA
SCHOOL DISTRICT**

SECTION: CLASSIFIED EMPLOYEES
 TITLE: EMPLOYMENT OF CLASSIFIED EMPLOYEES
 ADOPTED: October 26, 2009
 REVISED:

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>3. Guidelines</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p style="text-align: center;">504. EMPLOYMENT OF CLASSIFIED EMPLOYEES</p> <p>The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.</p> <p>The Board shall approve the employment, set the compensation, and establish the terms of employment for each classified staff member employed by the district.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</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>No candidate shall be employed until such candidate has complied with the mandatory background check requirements.</p> <p>All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002, 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.
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<p>4. Delegation of Responsibility 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6319</p>	<p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for classified employment in accordance with Board policy and state and federal law and regulations.</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. Skills required to complete essential job functions. 3. 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 shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</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>References:</p> <p>School Code – 24 P.S. Sec. 111, 406</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.2, 403.5</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>
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No Child Left Behind – 20 U.S.C. Sec. 6319

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000e et seq. (Title VII)

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 104

