

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF ADMINISTRATIVE DIRECTOR

ADOPTED: June 28, 2012

REVISED:

NORTHERN TIER CAREER CENTER

302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR	
1. Authority SC 1850.1	<p>The Joint Operating Committee places the primary responsibility and authority for the administration of the center in the Administrative Director. Therefore, selection of an Administrative Director is critical to the effective leadership and management of the center.</p>
SC 1850.1	<p>When the position of Administrative Director becomes vacant, the Joint Operating Committee shall elect an Administrative Director by a majority vote of all members of the Joint Operating Committee and shall set the compensation and term of office.</p> <p>The Joint Operating Committee shall actively seek the best qualified and most capable candidate for the position of Administrative Director. It may be aided in this task by a committee of Joint Operating Committee members and/or the services of professional consultants.</p>
2. Guidelines	<p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p>
Pol. 104	1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
SC 1804 Title 22 Sec. 49.163	2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants. 3. Preparation of informative material describing the center and its educational goals and vocational technical programs. 4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience. 5. Opportunity for applicants to visit the center, at the Joint Operating Committee's invitation.

<p>Pol. 104</p>	<p>6. Recruitment and evaluation of candidates in accordance with Joint Operating Committee policy and state and federal law.</p> <p>A screening process shall be established that ensures the Joint Operating Committee has an opportunity to interview a sufficient number of candidates so that an appropriate range of choices is available for final selection.</p> <p>The Joint Operating Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the center.</p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p><u>Employment</u></p> <p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of that screening process.</p> <p>An individual shall not be employed as Administrative Director unless s/he has signed an employment contract or has been employed by Joint Operating Committee resolution, either of which may include:</p>
<p>SC 1850.1</p>	<ol style="list-style-type: none"> 1. Term for which employment is contracted, including beginning and ending dates. 2. Salary contracted and the intervals at which it will be paid. 3. Benefits to which the employee is entitled. 4. Statement of mutually agreeable evaluation procedures. 5. Procedures for resolving misunderstandings or disagreements.
<p>SC 1418 Title 28 Sec. 23.43, 23.44, 23.45 42 U.S.C. Sec. 12112</p>	<p>After receiving an 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>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p>

References:

School Code – 24 P.S. Sec. 108, 111, 1418, 1804, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.163, 49.171

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

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

Joint Operating Committee Policy – 104