

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE  
UNIT EMPLOYEES**

**TITLE: EMPLOYMENT OF EXECUTIVE DIRECTOR  
AND ASSISTANT EXECUTIVE DIRECTOR**

**ADOPTED: NOVEMBER 20, 2002**

**REVISED: JUNE 18, 2014**

	302. EMPLOYMENT OF EXECUTIVE DIRECTOR & ASSISTANT EXECUTIVE DIRECTOR
1. PURPOSE SC 1001	The Board places the primary responsibility and authority for the administration of this intermediate unit in the Executive Director and Assistant Executive Director. Therefore, selection of an Executive Director or Assistant Executive Director is critical to the effective leadership and management of the intermediate unit.
2. AUTHORITY SC 963, 964	When a position of Executive Director or Assistant Executive Director becomes vacant, the Board shall elect an Executive Director or Assistant Executive Director by a majority vote of all members of the Board and shall fix the beginning salary. Such term shall be four (4) years, beginning with the effective date of the appointment to office.  The Board shall actively seek the best qualified and most capable candidate for the position of Executive Director. It may be aided in this task by a committee of Board members and/or the services of professional consultants.
SC 963, 964	The Board shall seek applicants for the position of Assistant Executive Director upon the recommendation of the Executive Director.
3. GUIDELINES  42 U.S.C. SEC. 12101 et seq  Title 22 Sec. 49.182, 49.183	<u>Recruitment</u>  Recruitment procedures shall be prepared in advance of the search and may include the following:  1. Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations.  2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.  3. Preparation of informative material describing the intermediate unit and its educational goals.  4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.

<p>Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>5. Opportunity for applicants to visit the intermediate unit, at the Board’s invitation.</p> <p>6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.</p> <p>A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be borne by the intermediate unit.</p> <p><u>Employment</u></p>
<p>SC 111 23 Pa C.S.A. 6301</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 intermediate unit has evaluated the results of that screening process.</p> <p>No person shall be employed as Executive Director or Assistant Executive Director unless s/he has signed an employment contract or has been employed by Board resolution.</p>
<p>SC 1004</p>	<p>Before entering the duties of the office, the Executive Director or Assistant Executive Director shall take and subscribe to the oath of office prescribed by statute.</p>
<p>Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq</p>	<p>After receiving an offer of employment but prior to beginning employment, the candidate shall undergo a medical examination, as required by law.</p> <p>Any candidate’s misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
<p>42 U.S.C. Sec. 653 a</p>	<p>The intermediate unit shall submit a New Hire Report for each employee required to be reported by law.</p>

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