

303. Employment of Administrators

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE  
UNIT EMPLOYEES**

**TITLE: EMPLOYMENT OF  
ADMINISTRATORS**

**ADOPTED: NOVEMBER 20, 2002**

**REVISED: JUNE 18, 2014**

303. EMPLOYMENT OF ADMINISTRATORS	
1. PURPOSE	The Board places substantial responsibility and authority for the effective management of Intermediate Unit programs with its administrators. Administrative employees shall include all employees at the first level of supervisor and above.
2. AUTHORITY SC 963, 964	The Board shall, by a majority vote of all members, approve the employment, set the compensation and establish the term of employment for each administrator employed by this intermediate unit.
Pol. 104	The Intermediate Unit is an equal opportunity employer. All applications are considered on the basis of securing the best qualified personnel to work in the best interests of the students and parents/guardians served by the Intermediate Unit.
3. GUIDELINES SC 913-A, 914-A, 915-A	Approval shall normally be given to the candidates for employment appointed by the Executive Director and Personnel Committee.  Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
SC 913-A, 1109 1201 Title 22 Sec. 49.1, et seq.	No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.
SC 111 Title 22 Sec. 8.1 et seq 23 Ps. C.S.A. Sec 6301 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements, including Act 141, fingerprinting for criminal history and arrest, conviction report and child abuse and the Intermediate Unit has evaluated the results of that screening process.
SC 111	Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of this offense, subject the individual to criminal prosecution.
42 U.S.C. Sec. 653 a	The Intermediate Unit shall submit a New Hire Report for each employee required to be reported by law.

303. Employment of Administrators

<p>4. DELEGATION OF RESPONSIBILITY POL. 104</p> <p>POL. 303.1</p>	<p>All staffing recommendations presented to the Board by the Executive Director shall be guided by the staffing needs for the program of services offered by the Intermediate Unit.</p> <p>The Executive Director or designee shall develop procedures for the recruitment, screening and recommendation of candidates for employment as administrators. The Executive Director or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to Intermediate Unit administrative personnel so they may apply for such positions.</p> <p>The Executive Director or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The Executive 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>
---	--

### 303. Employment of Administrators