

No. 4000
SECTION: PERSONNEL
TITLE: EMPLOYMENT OF DISTRICT STAFF

ADOPTED: 5/25/04
READOPTED: 6/15/09; 6/20/13; 1/29/14;
11/15/16
REVISED: 7/17/06; 6/21/10; 2/20/14;
1/6/15

OXFORD AREA SCHOOL DISTRICT

The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.

The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect district buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident protection; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational program and operation of the schools.

Responsibility for developing, directing, and coordinating all safety policies and activities rests with the District Safety Committee. This committee will encourage safety awareness, investigate accidents, conduct inspections, and make recommendations concerning safety-related concerns. This committee shall be appointed by the Superintendent and should represent a cross-section of the District Staff.

The Superintendent or designee shall prepare rules governing school safety and prevention of accidents and fire, which shall include the requirements of law and applicable regulations of various departments of state government.

OXFORD AREA SCHOOL DISTRICT
NO. 4000 EMPLOYMENT OF DISTRICT STAFF

ADMINISTRATIVE PROCEDURES

Board approval shall be given to the candidates for employment recommended by the Superintendent. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

The district shall use the Standard Application for Teaching Positions when hiring professional staff as contained in, the District's online applicant tracking system, but may establish and implement other application requirements.

The district shall use the district application for non-teaching positions as contained in the District's online applicant tracking system when hiring non-professional staff but may establish and implement other application requirements.

No candidate shall be employed until such candidate has complied with the mandatory state and federal background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.

All employees shall receive a tuberculin skin test per Policy #4720 Tuberculin Skin Testing to test for the presence of tuberculosis.

Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for immediate dismissal by the Board.

Utilization of employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program and effective operation of the schools. Retroactive employment shall be recommended to the Board at the next regular meeting.

No candidate for professional employment shall receive recommendation for such employment without evidence of his/her Pennsylvania certification.

The district shall submit a New Hire Report for each employee as required by law.

The Superintendent or designee shall seek recommendation from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

Each professional staff member employed by the district shall be responsible for maintaining a valid teaching certificate.

Title I Teachers

All teachers working in a program supported with Title I funds that were hired after January 8, 2002, shall be highly qualified, as defined by federal law and regulations.

The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal and state law and regulations. The written certification shall be maintained in both the district and the school offices and shall be available to the public upon request.

Title I Paraprofessionals

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:

1. Completed at least 48 credit hours 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

Title I paraprofessionals who solely coordinate parent involvement activities or act as translators are exempt from the above qualifications.

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.

Chapter 14 Paraprofessionals

1. An instructional paraprofessional is a school employee who works under the direction of a certified staff member to support and assist in providing instructional programs and services to children with disabilities or eligible young children. The support and assistance includes one-on-one or group review of material taught by certificated staff, classroom management and implementation of positive behavior plans. Services may be provided in a special education class, regular education class or other instructional setting as provided in the student's IEP. Instructional paraprofessionals shall meet one of the following qualifications effective July 1, 2010:
 - (i) Have completed at least 2 years of postsecondary
 - (ii) Possess an associate degree or higher
 - (iii) Meet a rigorous standard of quality as demonstrated through a State or local assessment
2. Instructional paraprofessionals, each school year, shall provide evidence of 20 hours of staff development activities related to their assignment.

3. A personal care assistant provides one-to-one support and assistance to a student including support and assistance in the use of medical equipment (for example, augmentative communication devices; activities of daily living; and monitoring health and behavior). A personal care assistant may provide support to more than one student, but not at the same time. Personal care assistants shall provide evidence of 20 hours of staff development activities related to their assignment each school year. The 20 hours of training may include training required by the school-based access program.

NOTICE TO PARENTS

TITLE I TEACHER COMPLIANCE

I hereby attest that (insert school name)

1. () is

or

2. () is not yet

in compliance with requirements of section 1119 of the No Child Left Behind Act of 2001 regarding highly qualified teachers teaching in a Title I program.

Signature of Principal: _____

Name: _____

Date: _____

NOTICE TO PARENTS

TEACHER AIDES PARAPROFESSIONALS

The following certification must be annually completed and signed by each principal in a school that operates a Title I program pursuant to P.L. 107-110, Section 1114 (schoolwide programs) and P.L. 107-110, Section 1115 (targeted assisted schools).

School: _____

Principal: _____

1. I certify that every paraprofessional hired after January 8, 2002 working in a program supported by Title I funds, has received a high school diploma or its equivalent and has met at least one of the following criteria, pursuant to P.L. 107-110, Section 1119:
 - a. Completed at least two years of study at an institution of higher education
 - b. Obtained an Associate's or higher degree
 - c. Met a rigorous standard of quality and demonstrated, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing either reading, writing and mathematics or reading readiness and mathematics readiness
2. All paraprofessionals working in a Title I program are performing duties consistent with Section 1119.

Signature of Principal

The Oxford Area School District Employment Procedures

The Oxford Area School District (OASD) declares itself to be an Equal Employment Opportunities employer and complies with Federal Laws (including Title IX of Education Amendments of 1972) state laws and State Department of Education regulations and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, marital status, age, veteran status or non-relevant handicaps and disabilities.

Job Posting

- Vacant or new positions will be posted. The OASD reserves the right to refrain from posting a vacancy if a displacement will occur.
- Any professional vacancy that is to be filled with a substitute for a period of ninety (90) days or longer shall be posted and filled using the usual recruitment sources. Professional vacancies for less than ninety (90) days can be filled using the services of the day-to-day substitute teacher program.
- Any non-teacher vacancy that is to be filled with a substitute for a period longer than as defined as a substitute period in the appropriate collective bargaining agreement shall be posted and filled using the usual recruitment sources. Non-teacher vacancies for less than these defined periods can be filled using the services of the day-to-day substitute program.
- When an opening occurs, the administrator will submit a request to the Human Resources office for review by the superintendent prior to posting.
- Vacancies or new positions are posted either Concurrently or Internally.

Concurrently: The position is open to all qualified candidates and both outside candidates and those already employed with the district will be considered. These positions will be posted on the Oxford Area School District website, internet job boards, district e-mail, and other locations as necessary.

Internally: Only current Oxford Area School District employees, including substitute employees, will be considered. The positions will be posted on the Oxford Area School District website and the district e-mail.

Applications

- Oxford Area School District requires that all applicants complete a Standard Application for Teaching Positions in Pennsylvania Public Schools or the Oxford Area School District Application for Non-professional Position through the District's online applicant tracking system. Individuals are only considered applicants after a completed application is received. The procedures for applying are posted on the

Oxford Area School District website and on the internet postings.

- Oxford Area School District does not consider applications unless there is a posted opening or a pending opening. Applications are kept on file for future openings however applicants must access their account in the District's online applicant tracking system to apply.
- When an application is received for a posted position, the District's online applicant tracking system sends a notice of receipt so that the applicant knows that his/her application has been received and is being considered.
- If an application is received for a position for which there is not an opening, Human Resources sends a notice to inform the individual. This notice also provides information about where Oxford Area School District postings are located.

Reviewing Applications

- All applications are reviewed in the Human Resources (HR) Department using the minimum set of requirements an applicant must possess to be considered for the open position. Applicants who do not possess the entire set of minimum requirements are screened out and no longer considered.
- The remaining applications are rated according to the qualifications.
- Depending on the number and quality of applications, additional criteria are developed to determine which applicants to refer to the Administrator/Supervisor.
- The Administrator/Supervisor reviews the candidates referred and identifies a group to interview. The Human Resources department schedules the interviews.
- Administrators/Supervisors are welcome to review any applications received in Human Resources.
- An Internal Applicant (current employees, including long term substitute employees) will receive an interview if he/she possesses the minimum set of requirements for a position.
- Internal applicants for teaching positions must be certified in the area seeking employment to be granted an interview.

Interviews

- The Human Resources Director may conduct introductory/screening interviews as needed.
- Administrator/Supervisor assembles the Interviewing Team, if used, and assures that all members review and agree to follow the Interviewing Team Procedures.

- The Interviewing Team conducts extensive interviews with the candidates using a set of legal questions developed by the team for the particular opening.
- The Administrator/Supervisor informs Human Resources of his/her recommendation so that Human Resources can review the candidate with the superintendent prior to making a tentative offer to the candidate, pending board approval.
- The Superintendent presents the recommendation to the board to obtain approval to hire.
- The Administrator completes the Interviewing Team Log Sheet and sends back to Human Resources to complete the Applicant Log and EEO process.

Interview Team Procedures

The Interview Team may be made up of the Human Resources Director, administrators, other members of the staff, board members or other individuals who may be asked to serve. The goal of the Interview Team is to select a candidate for recommendation to the Board of Directors for a position with the Oxford Area School District. It is understood that the Interviewing Team serves at the pleasure of the board of directors and the board makes the final hiring decision. Members of an Interviewing Team must agree to the following conditions:

- All members agree to perform their duties in a professional manner to the best of their abilities with the goal of finding a candidate that best fits the position based on job related qualifications.
- All members agree to follow all federal, state and local employment laws as well as the State Department of Education regulations while performing their duties as part of the Interviewing Team.
- All members agree to maintain the confidentiality of all candidates and candidate's application materials and to refrain from discussing candidate information with anyone outside the Interviewing Team.
- All members agree to attend all scheduled interviews and meetings. Members who find themselves unable to adhere to this requirement must remove themselves from the team immediately.

Clearances

- The following clearances must be obtained by the applicant prior to employment by the district:
 - Act 34 Background Check - the criminal record check through the Commonwealth of Pennsylvania
 - Act 151 Child Abuse Background Check - through the Department of Human Services
 - Act 114 Federal History Criminal Background Check - fingerprint based federal criminal history report

- Instructions for obtaining the above clearances are contained on the District website under Human Resources.
- Act 153 has an effective date of December 31, 2014. Act 153 requires employees who have clearances older than thirty six (36) months in 2015 to obtain new clearances by December 31, 2015. For all other District employees, Act 153 requires that they renew all three of the above clearances every thirty six (36) months or they will not be allowed to work.