

NEWPORT SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED
EMPLOYEES

ADOPTED: July 22, 2002

REVISED: September 21, 2009

<p>1. Authority</p> <p>SC 406, 508 Pol. 528</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 term of employment for each classified staff member employed by the district.</p> <p>For purposes of the 500 Section of Board policy, classified employees shall be deemed to include the following positions:</p> <ol style="list-style-type: none">1. Secretarial staff.2. Director of Building and Grounds.3. Custodial/Maintenance staff.4. Cafeteria Manager and staff.5. Aides/Paraprofessionals.6. Assistant Technology Coordinator.7. Computer Network Coordinator.8. Athletic Director. <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make an alternate recommendation.</p>
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<p>42 U.S.C. Sec. 653a</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>Title 22 Sec. 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</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>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, FBI and child abuse and the district has evaluated the results of that screening process.</p> <p><u>Title I Requirements</u></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 high degree. 3. Met rigorous standard of quality through a state or local assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</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>
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<p>2. Delegation of Responsibility</p>	<p><u>Other Instructional Paraprofessionals</u></p> <p>All full-time, part-time, temporary and substitute paraprofessionals providing instructional support in district programs hired after July 1, 2008, shall be required to complete the Comprehensive Assessment of Paraprofessional Educators (CAPE) exam (or PDE approved exam) with a score of at least eighty percent (80%). The cost of the exam will be reimbursed to the employee after one (1) year from the date of successful completion of the test. If the employee voluntarily leaves the district within one (1) year, reimbursement will not be made.</p> <p>Title 22 Sec. 14.105</p> <p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p> <p><u>Personal Care Assistants</u></p> <p>Title 22 Sec. 14.105</p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p> <p><u>Educational Interpreters</u></p> <p>Title 22 Sec.14.105</p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p> <p>Pol. 104</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. Appreciation of children. 3. Skills required to complete essential job functions. 4. Emotional and mental maturity.
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42 U.S.C. Sec. 12112	<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>References:</p>
	<p>School Code – 24 P.S. Sec. 108, 111, 406, 508</p>
	<p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 14.105, 403.2, 403.5</p>
	<p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p>
	<p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>
	<p>No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801</p>
	<p>State Directory of New Hires – 42 U.S.C. Sec. 653a</p>
	<p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p>
	<p>Board Policy – 000, 104, 113, 528</p>