

# UPPER BUCKS COUNTY TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF  
EXECUTIVE DIRECTOR/  
ASSISTANT DIRECTOR

ADOPTED: October 16, 2008

REVISED: September 20, 2012

<p>1. Authority SC 1001</p> <p>SC 1850.1</p> <p>2. Guidelines</p> <p>Pol. 104</p> <p>SC 1804 Title 22 Sec. 49.163</p>	<p style="text-align: center;">302. EMPLOYMENT OF EXECUTIVE DIRECTOR/ ASSISTANT DIRECTOR</p> <p>The Joint Operating Committee places the primary responsibility and authority for the administration of the school in the Executive Director and Assistant Director. Therefore, selection of an Executive Director or Assistant Director is critical to the effective leadership and management of the school.</p> <p>When the position of Executive Director or Assistant Director becomes vacant, the Joint Operating Committee shall elect an Executive Director or Assistant Director by a majority vote of all members of the Joint Operating Committee and shall determine the beginning salary and benefits.</p> <p>The Joint Operating Committee 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 Joint Operating Committee members, Superintendents, the services of professional consultants, and/or the counsel of the former Executive Director.</p> <p>The Joint Operating Committee shall seek applicants for the position of Assistant Director by nomination of the Executive Director and/or by the same process used to determine the Executive Director.</p> <p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.</li> <li>2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</li> </ol>
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Pol. 104	<ol style="list-style-type: none"> <li>3. Preparation of informative material describing the school and its educational goals and career and technical programs.</li> <li>4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.</li> <li>5. Opportunity for applicants to visit the school, at the Joint Operating Committee's invitation.</li> <li>6. Recruitment and evaluation of candidates in accordance with Joint Operating Committee policy and state and federal law.</li> </ol> <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 school.</p> <p><u>Employment</u></p>
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	<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 school has evaluated the results of that screening process.</p>
SC 111	<p>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 the offense, subject the individual to criminal prosecution.</p> <p>An individual shall not be employed as Executive Director or Assistant Director unless s/he has signed an employment agreement or has been employed by Joint Operating Committee resolution, either of which may include:</p>
SC 1850.1	<ol style="list-style-type: none"> <li>1. Salary determined and the intervals at which it will be paid.</li> <li>2. Benefits to which the employee is entitled.</li> <li>3. Statement of mutually agreeable evaluation procedures.</li> <li>4. Procedures for resolving misunderstandings or disagreements.</li> </ol>

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<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 a medical examination, as required by law.</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> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 1418, 1804, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.163, 49.171</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</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>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Joint Operating Committee Policy – 104</p>
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