SOUTHERN LEHIGH SCHOOL DISTRICT SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: RECRUITMENT, SELECTION

AND APPROVAL OF

ADMINISTRATIVE EMPLOYEES

ADOPTED: March 2, 1964

REVISED: December 7, 2009

REVIEWED: February 9, 2015

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Formerly policies 302.1, 303, 304.4	304. RECRUITMENT, SELECTION AND APPROVAL OF ADMINISTRATIVE EMPLOYEES
	The recruitment of administrative personnel shall be a responsibility of all School Directors and all school personnel to the end that every possible effort is made to identify and recruit superior administrators.
	The Superintendent and/or his/her designee shall develop such procedures, recruitment literature and methods as needed to attract superior candidates for administrative positions.
Guidelines	The selection of nominees for appointment shall be the responsibility of the Superintendent and/or his/her designee. Selection shall include the following responsibilities:
	(1) Placing postings, public notices and advertisements of administrative openings when and where applicable and appropriate;
	(2) Conducting personal interviews with eligible candidates either through individual, panel or group formats;
	(3) Performing necessary reference checks with institutions and former employers;
	(4) Securing evidence of state-mandated background checks, physical examination and tuberculosis test documentation, proof of certification where applicable, and other necessary documentation in accordance with applicable state and federal law;
	(5) Preparing a consensus recommendation for presentation to the Board of School Directors.
Authority SC 1106	The Board shall, by a majority vote of all members, approve the employment and compensation of each administrator hired by the District.
SC1142, 1146	In certain situations, the Board of School Directors shall reserve the right to operate as a committee of the whole with applicable administrative staff concerned in the

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selection of such employees.

All recruitment and selection procedures shall comply fully with the laws of the Commonwealth of Pennsylvania and the Congress of the United States of America and be applied without prejudice in any form and shall not discriminate against any applicant on the basis of race, religion, sex, age, handicap, sexual preference, marital status, ethnic group, or political affiliation.

All legally appropriate information submitted during the recruiting process by any nominee presented by the administration shall be made available, upon oral request, to any or all School Director(s) in public or private as appropriate. The Board of School Directors shall reserve the right to act favorably upon any nominee so presented or require further investigation or information, thereby deferring action until its submission.

Any falsification of documentation by an applicant in the hiring process shall constitute grounds for dismissal by the Board upon discovery.

Renumbered 9-12-07