

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: RECRUITMENT, SELECTION
AND APPROVAL OF
CLASSIFIED EMPLOYEES

ADOPTED: March 2, 1964

REVISED: March 8, 2010

REVIEWED: February 9, 2015

<p>Replaces 504 and 504.1</p>	<p style="text-align: center;">504. RECRUITMENT, SELECTION AND APPROVAL OF CLASSIFIED EMPLOYEES</p> <p>The recruitment of classified 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 classified employees.</p> <p>The Superintendent and/or his/her designee shall develop such procedures, recruitment literature and methods as needed to attract superior candidates for classified positions.</p> <p>The selection of nominees for appointment shall be the responsibility of the Superintendent and/or his/her designee. Selection shall include the following responsibilities:</p> <ol style="list-style-type: none"> (1) Placing postings, public notices and advertisements of classified 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, 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. <p>The Board shall, by a majority vote of all members, approve the employment and compensation of each classified employee hired by the District.</p> <p>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</p>
<p>Guidelines</p>	
<p>Authority SC 1106 SC1142, 1146</p>	

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.