



Center Area School District

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT OF ADMINISTRATORS

ADOPTED: FEBRUARY 17, 2005

REVISED:

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the district with administrators who are employed by the district.
2. Authority SC 1142, 1146	<p>The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this district.</p> <p>For purposes of this policy, administrative positions will be categorized as follows:</p> <ol style="list-style-type: none"> 1. <u>Administrative Team</u>: all Building Principals; Director of Student Services; Director of Curriculum, Instruction, and Assessment; and Assistant Superintendent. 2. <u>Management Team</u>: all Members of the Administrative Team; Director of Food Services; Director of Facilities and Grounds; Business Manager; Director of Transportation; Director of Technology; and Athletic Director. <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.</p>
SC 1109	No candidate for employment as an administrator shall receive recommendation for such employment without evidence of his/her certification, if such certification is required.
SC 111	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.
3. Delegation of Responsibility	The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following

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<p>Pol. 104 P.L.88-352 (Title VI) P.L.92-318 (Title IX) SC 1109</p> <p>School Code 111, 1101, 1106, 1109, 1111, 1121, 1142, 1146, 1341, 3706</p> <p>Federal Regulations P.L 88-352 (Title VI) P.L. 92-318 (Title IX)</p> <p>Board Policy No. 104</p>	<p>guidelines:</p> <p>S/He shall recruit and recommend applicants in accordance with Board policy and state and federal law.</p> <p>S/He shall seek candidates of good moral character for employment who possess the following attributes: successful educational training and experience, scholarship and intellectual vigor, appreciation of children, and emotional and mental maturity and stability.</p> <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions.</p> <p>S/He may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.</p> <p>S/He shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.</p>
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