

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATORS

ADOPTED: November 9, 1995

REVISED: January 11, 2007  
August 14, 2014

# Palmyra Area School District

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	The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this district.  For purposes of this policy, administrative positions shall be deemed to be: Superintendent, Assistant Superintendent, Directors, Supervisors, Principals, Assistant Principals and any other administrative employees so designated by the Board.  Such approval shall normally be given to those candidates for employment recommended by the Superintendent.
SC 1109	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.
SC 111	No candidate for employment as an administrator shall receive recommendation for such employment without evidence of his/her certification, if such certification is required.  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. (See Policy 806.2 Clearances for additional guidelines.)
3. Delegation of Responsibility  Pol. 104 P.L.88-352 (Title VI)	No administrator shall be employed who is related to any member of the Board, as defined in statute, unless such administrator receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.  The Superintendent shall develop procedures for the recruitment,

<p>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>screening, and recommendation of candidates for employment in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. The Superintendent shall recruit and recommend applicants in accordance with Board policy and state and federal law.</li><li>2. 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.</li><li>3. The Superintendent 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.</li><li>4. The Superintendent 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.</li></ol>
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