

FAIRVIEW SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: June 20, 1994

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	The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this district. Such approval shall normally be given to those candidates for employment recommended by the Superintendent.
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 AP 303.a, 303.b	<p>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.</p> <p>The statement of criminal history record or its nonexistence shall not be more than one (1) year old. These records shall be kept on file and are to be in the school district's possession prior to employment.</p> <p>The Fairview School District will verify the employment eligibility of job applicants and ensure that all new-hires are either U.S. citizens or aliens authorized in the U.S., under provision of the Immigration Reform and Control Act of 1986. The law subjects employers that knowingly hire illegal aliens to a range of civil and criminal penalties. Hiring procedures imposed by the Act to prevent the employment of unauthorized foreign nationals requires all applicants to provide employers with proof of both their identity and work eligibility. Once an applicant is hired, employers must complete a government form attesting that, based on an examination of documents presented by the employee, the individual is authorized to work in the</p>

<p>3. Delegation of Responsibility</p> <p>Pol. 104 P.L. 88-352 (Title VI) P.L. 92-318 (Title IV) SC 1109</p>	<p>U.S. The Act specifically outlines the types of documents employers may accept as evidence of employment eligibility. Employers are prohibited from discriminating against workers or applicants on the basis of national origin or citizenship status under the anti-discrimination provisions of the Act. However, the law does specify that an employer may lawfully prefer U.S. citizens or nationals over equally qualified aliens. (Immigration Reform and Control Act of 1986)</p> <p>It is the responsibility of the Superintendent of Schools, or persons delegated by him/her, to determine the personnel needs of the school district and to conduct an appropriate search for suitable candidates for recommendation to the Board.</p> <p>No discrimination with regard to sex, marital status, race, age, color, national origin, religion, or handicaps shall be made of a person proposed for or seeking employment in any capacity in the school system.</p> <p>It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board for the type of position for which nomination is made.</p> <p>The Superintendent will be certain that all appointments are placed on a proper salary step and so notified of their appointment and placement.</p> <p>The policy is to include individuals volunteering their services for various extracurricular activities (i.e., assistants-intramural basketball, assistant girls' soccer, etc.) without compensation (gratis); requiring them to adhere to Act 34 (Criminal History Record Statement). Individuals wishing to volunteer services in extracurricular activities shall submit completed application forms for Act 34 clearance to the office of the Superintendent prior to commencement of service. The Superintendent's office will be responsible for processing the forms and the district will pay processing fees. Said volunteers will be prohibited from interaction with children until Act 34 clearance is fulfilled.</p>
--	--