

FAIRVIEW SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: June 20, 1994

REVISED:

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	
1. Purpose	The Board places substantial responsibility for the effective operation of the district with professional employees who are employed by the district.
2. Authority AP 404	The Board, upon recommendation of the Superintendent, shall employ, reclassify, or dismiss school personnel. The Board shall also adopt regulations governing employment and duties. The Superintendent shall submit a schedule, including salaries, of all professional staff members at the August meeting of the Board of School Directors.
SC 1201	No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.
SC 1111	No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote. When a candidate is to be presented to the Board for employment, the following communications will occur: <ol style="list-style-type: none"> 1. The administration will write a letter asking the prospective employee to affirm in writing that s/he will accept a position if offered by the Fairview School District. 2. Before bringing a recommendation before the Board, the administration will have in its possession a positive response from the prospective employee. 3. Following the granting of formal employment at a public Board meeting, the administration will send a letter to the employee stating that the party has been hired and the terms of said employment.

<p>SC 111</p>	<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. The statement of criminal history record or its non-existence 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 provisions 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 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>SC 1201</p>	<p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p> <p>Teachers shall, at all times, maintain a courteous bearing and an impartial attitude towards pupils and maintain dignity in the classroom. In all professional and personal relations they shall follow a course of conduct consistent with the ethics of the teaching profession.</p> <p>The teacher must assume responsibility for the conduct of the persons in the classroom.</p>
<p>3. Delegation of Responsibility</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>Pol. 104 P.L. 83-352 (Title VI) P.L. 92-318 (Title IX) SC 1109</p> <p>4. Guidelines</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 as a teacher or 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 extra-curricular 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 extra-curricular 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> <p>Teachers, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans to the Superintendent of Schools at as early a date in the school year as a teacher's plans may become firm and the decision to leave is made. Resignations become effective at the end of the school year in which they are submitted, unless otherwise stated. Resignations shall be submitted to the Superintendent of Schools.</p> <p>Retirement procedures for all professional employees employed by the school district shall be in accordance with applicable state and federal laws and regulations.</p>
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