

CAPITAL AREA
SCHOOL FOR THE
ARTS CHARTER
SCHOOL (CASA
CHARTER SCHOOL)

SECTION: SUPPORTIVE EMPLOYEES

TITLE: EMPLOYMENT OF
SUPPORTIVE EMPLOYEES

ADOPTED: 6/10/2013

REVISED:

<p>1. Purpose</p> <p>2. Authority SC Article XVII - A</p> <p>3. Guidelines</p>	<p style="text-align: center;">504. EMPLOYMENT OF SUPPORTIVE EMPLOYEES</p> <p>The Capital Area School for the Arts (CASA) Charter School Board of Trustees (Board) recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs and services of the CASA Charter School.</p> <p>The Board, by a majority vote of all members, shall approve the employment, set the compensation, and establish the term of employment for each supportive staff member employed by the charter school.</p> <p>For purposes of the 500 Section of Board Policy, supportive employees shall be deemed to include the following positions: secretary, custodian, licensed practical nurse, teacher aide, paraprofessional, personal care assistant, educational interpreter, and instructional tutor.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person 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.</p> <p>The Board authorizes the use of supportive employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Approval shall normally be given to those candidates for employment chosen by the Board from a group selected by the Principal. When any recommended candidate is rejected by the Board, the Principal shall make a substitute recommendation.</p> <p>The Principal shall submit a New Hire Report for each employee required to be reported by law.</p>
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A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history, child abuse and federal background check, and the charter school has evaluated the results of that screening process.

Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.

Title I Requirements

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:

1. Completed at least two (2) years of study at an institution of higher learning.
2. Obtained an Associate's or higher degree.
3. Met a rigorous standard of quality through a state or local assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations. The written certification shall be maintained in the charter school office and shall be available to the public, upon request.

Special Education Paraprofessionals

All paraprofessionals who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:

1. Completed at least two (2) years of postsecondary study.
2. Obtained an Associate's or higher degree.
3. Met a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff

<p>4. Delegation of Responsibility</p>	<p>development activities related to their assignment each school year.</p> <p><u>Personal Care Assistants</u></p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p> <p><u>Educational Interpreters</u></p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p> <p>The Principal shall develop procedures for the recruitment, screening, and recommendation of candidates for employment of supportive staff in accordance with Board policy and state and federal law and regulations.</p> <p>The Principal shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none">1. Successful training and experience.2. Appreciation of children.3. Skills required to complete essential job functions.4. Emotional and mental maturity. <p>The Principal may apply necessary screening tests procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The Principal shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
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References:

School Code – 24 P.S. Sec. 111, 508, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1, Article XVII - A

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

1st Reading – March 11, 2013