

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

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: 6/10/2013

REVISED:

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Capital Area School for the Arts Board of Trustees (Board) places substantial responsibility and authority for the effective management of the school with the charter school administrator.
2. Authority SC Article XVII - A	The Board shall, by a majority vote of all members, approve the employment, set the compensation, and establish the term of employment for the administrator employed by this charter school.
3. Guidelines	<p>For the purposes of the 300 Section of Board policy, the administrative position shall be deemed to be the Principal.</p> <p>The Board interviews candidates for positions and recommends one candidate for employment to the Board for its approval.</p> <p>Any employee’s misstatement of fact material to qualifications for employment or for determination of salary shall constitute grounds for dismissal by the Board.</p> <p>No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.</p> <p>No candidate shall be employed until such candidate 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.</p> <p>The charter school shall submit a New Hire Report for each employee required to be reported by law.</p>
4. Delegation of Responsibility	The personnel committee of the Board shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The personnel committee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.

The personnel committee shall seek candidates of good moral character who possess the following attributes:

1. Successful educational training and experience.
2. Scholarship and intellectual prowess.
3. Appreciation of children.
4. Emotional and mental maturity and stability.

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to the charter school personnel so they may apply for such positions.

The personnel committee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.

The personnel committee shall seek recommendations from former employers and others in assessing the candidate's qualifications.

Recommendations and references shall be retained confidentially and for official use only.

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

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