

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

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: 6/10/2013

REVISED:

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES

1. Purpose

Substantial responsibility for the school's educational programs and services resides with the professional staff employed by the Capital Area School for the Arts Charter School (CASA Charter School).

2. Authority

The Board of Trustees (Board), by a majority vote of all members, shall approve the employment; set the compensation; establish benefits; provide a job description; and indicate the term of employment for each professional staff member employed by CASA Charter School.

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.

3. Guidelines

Approval shall normally be given to the candidates for employment recommended by the Principal. When any recommended candidate has been rejected by the Board, the Principal shall make a substitute recommendation.

Candidates shall be employed provisionally until such candidate has complied with the mandatory background check requirements. All prospective employees must provide the principal with:

- Completed PA State Police Request for Criminal Record,
- FBI Clearance in accordance with PA law, and
- Completed PA Child Abuse History Clearance.

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.

Appointments of personnel shall be made on merit without regard to race, creed, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization.

It is the policy of the Capital Area School for the Arts Charter School's Board of Trustees to promote diversity and equal access to all categories of employment, including retention and advancement, through a positive continuing program of specific practices designed to ensure full realization of equal employment opportunity without regard to race, creed, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization.

The Board believes that a diverse staff brings a valuable breadth of perspectives to tasks and decisions the school faces. Equal employment opportunity is not only the law, but it is a principle of the Board of Trustees' operation. Employees are selected, retained and promoted solely on the basis of their qualifications and job performance, and all reasonable accommodations are made for those covered by the Americans with Disabilities Act. All employees are expected to cooperate in achieving this goal and the Board stands behind this principle. To implement this policy, the Board shall:

1. Recruit, hire, train and promote persons in all job classifications without regard to race, creed, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization.
2. Ensure that all personnel actions, including but not limited to compensation, promotion, demotion, benefits, transfers, layoffs and return from layoffs, will be made without regard to race, creed, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization.

Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Physical examinations shall be required of all employees and conducted by a licensed physician. A tuberculosis examination must be completed upon initial employment and indicating no complications. The cost of the examinations shall be borne by the employee.

4. Delegation of Responsibility

Utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.

No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.

The Principal shall submit a New Hire Report for each employee required to be reported by law.

The Principal shall develop procedures for the recruitment, screening and recommendation of candidates for employment as professionals, in accordance with Board policy and state and federal law and regulations.

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

1. Successful educational training and experience.
2. Scholarship and intellectual prowess, including such measures as collegiate grade point average.
3. Appreciation of children.
4. Emotional and mental maturity.

The Principal shall, in the conduct of recruiting activities, seek candidates from this state and surrounding states and a variety of public and private institutions of higher education, as appropriate.

The Principal 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 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.

Each professional staff member employed by the Board shall be responsible for maintaining a valid certificate.

All teachers employed by the charter school who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.

If providing Title I programs to students, the principal of the school shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal law and state regulations. The written certification shall be maintained in the charter school office and shall be available to the public, upon request.

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.

Ist Reading - February 11, 2013