

SENECA VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: DISTRICT HIRING

ADOPTED: JUNE 15, 1995

REVISED: OCTOBER 9, 2000

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">504. DISTRICT HIRING</p> <p>The philosophy of the Board of School Directors and the administration of the Seneca Valley School District is to hire the best candidate who meets the needs of the vacant position.</p> <p><u>Posting</u></p> <p>When a vacancy, occurs, the Seneca Valley School District has an obligation, pursuant to our currently effective bargaining agreements, to internally post the position for current members of the appropriate association. The posting is for a ten-day period unless by mutual agreement between the school district and the appropriate association. The position will first be advertised, within the school district (in-house). The district reserves the right to determine if and when a position is to be advertised outside the school district (externally). A position may be posted simultaneously within the district and in the media or outside the school district.</p> <p>Application procedures and a list of the current vacancies may be obtained by calling the Seneca Valley School District Employment Phone Line at (724) 452-6040. The phone line will be updated as appropriate and is available 24 hours a day, seven days a week.</p> <p>In addition to the Employment Phone Line, the Seneca Valley School District may choose to, advertise utilizing any or all of the following means:</p> <ul style="list-style-type: none"> One (1) daily circulated newspaper Other local newspapers Pennsylvania School Boards Association Other services or periodicals as appropriate Midwestern Intermediate Unit IV N.A.A.C.P. - North Hills Branch Information Legislative Services Colleges/Universities
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Vacancies: 1995-96 School Year

Applications will be accepted for listed vacancies. The applications must be received within the timeline. These applications will be retained until April 30, 1996, for available vacancies during the 1995-96 school year. Applications will be declared inactive and removed from the files on April 30, 1996.

No outside applications will be accepted for an internal posting.

Vacancies: Subsequent School Years

Applications for all subject areas to be filled in 1996-97 will be accepted from November 1 through May 1 beginning in the 1995-96 school year. After two (2) years, applications will be declared inactive and removed from the files on April 30 of second year.

Applications received between November 1 and May 1 will be eligible for review for available positions from time of submission. Current substitute applications will be eligible for review process.

Applications will remain on file for two (2) years.

Screening Applications

At the time of the posting, the building principal(s) will identify the specific criteria appropriate to the needs of the position(s) in collaboration with central office, secondary, and elementary coordinators respectively.

Once the posting has concluded, the Personnel Office shall assemble a list of qualified potential candidates.

With selection criteria appropriate to needs of the position, the building principal in the building where the position exists will review the current active applications. The Administrative Assistant for Human Resources may assist the building principal with the review.

Credentials

The Personnel Office will check the credentials of an appropriate number of applicants. The credential check (Sample A, attached) is based on a review of the following items:

1. District application.

SC 111
23 Pa. C.S.A.
6301

2. Resume.
3. Pennsylvania professional certificate/documentation of pending certification.
4. Appropriate clearances. (Act 34, FBI, Act 151)
5. Transcript(s): - undergraduate
- graduate
6. Three (3) letters of reference.
7. NTE Scores - Graduates after 12/86.

For non-professional employees, the credential check Will be based upon (1) a district application, (2) three letters of reference, (3) the appropriate competency test for any classified position.

Final Screening

After the credential check has been completed, the appropriate building principal(s) and the Supervisor of Elementary Education, Assistant Superintendent for Instruction, or Supervisor of Special Education, will determine a minimum of four (4) to five (5) interview candidates per available position.

Interview Team

The interview will be conducted by a team consisting but not limited to the following persons:

1. Building Principal(s).
2. Supervisor of Elementary Education, Assistant Superintendent for Instruction, Supervisor of Special Education, Administrative Assistant for Human Resources or Superintendent.
3. Department Representative (optional).

For non-professional employees, no fewer than two administrators are to be a part of the interview team.

The responsibility of this Interview team is to identify two (2) finalists per available, position.

The Interview

An interview schedule will be set by the Personnel Office.

Initially, interview candidates will meet with the Administrative Assistant for Human Resources to discuss pertinent information related to the position.

The interview team will:

1. Use a list of carefully developed questions appropriate to the needs of the position.
2. Ask the same questions of each candidate.

Each candidate will be rated using the Interview Summary (see Sample B, attached). Classified employees will be rated using an Interview Summary (Sample C, attached). A composite form for each candidate interviewed will be submitted by the interview team for file.

The district will not employ any professional employee without two (2) verified references. These calls will be made by the Administrative Assistant for Human Resources or his/her designee.

After the interview process has been completed, finalists will be identified. The information will be reviewed by the Superintendent.

The names of two (2) candidates for each position along with credentials and salary requirements will be taken to the Board of School Directors. A recommendation will be made. An "Employment Opportunity Log" (see Sample D) will accompany this data. The Board may choose to interview the finalist(s) for a position. The Board of School Directors will make the final selection.

During the spring interview process to fill elementary positions, a "pool" of prospective finalists may be established. This "pool" may be utilized to fill subsequent elementary classroom positions for the school year.

U.S. Citizenship Verification Form (1-9)

This form is required to be in place for all employees hired. It is a part of the packet sent to the successful candidate notifying him/her of appointment to the position vacancy.

Athletic/Non-Athletic/Club Supplemental Positions

1. The Athletic/Activities Director will be responsible for budget development and input.
2. The Administrative Assistant for Human Resources will develop a letter to all. Persons involved in athletics and non-athletics during the year asking them to declare their intent for the following year. The administration will review responses and make recommendations for appointments or for advertising a vacancy.
3. New positions must have Board approval. All volunteers and volunteer coaches must have Board approval and appropriate clearances (Act 34/FBI, Act 151).
4. Individual resignations will be filled as they occur.
5. Pursuant to our currently effective bargaining agreement, all vacant/newly created positions listed in the contract must be posted. These include both salaried and hourly.
6. All postings will be done in all buildings through the Personnel Office in coordination with the Athletic/Activities Director and the building principals.
7. The first posting may occur in-house and in other outside formats simultaneously.
8. Outside postings will be in three local papers.
9. There will be three group postings during the year for the sports program. Typically, postings will occur in January, April and September.

Fall sports	–	January
Winter sports	–	April
All non-athletic activities (excluding clubs)	–	April
Spring sports	–	September
10. The Athletic/Activities Director or his/her designee along with the appropriate administrator will be responsible for all interviews for athletic positions; the appropriate, building principal, non-athletic supplemental positions, (excluding, clubs).
11. All internal applications must be interviewed.

12. All recommendations are to be forwarded from the Athletic/Activities Director or building principal (as appropriate) to the Administrative Assistant for Human Resources for Board action.
13. The process will include board approval for the filling of all positions listed in the contract.
14. One-half payment will be issued when one half of the duties have been completed. Payment requests are to be submitted in writing to the Athletic/Activities Director or building principal as appropriate.
15. Final payment will be made when the coaches/sponsors fulfill their year end obligations. Payment requests are to be submitted in writing to the Athletic/Activities Director or building principal as appropriate.

Clubs

1. The Administrative Assistant for Human Resources will develop a letter to all club sponsors during the year asking them to declare their intent for the following year. Provided club sponsor requirements are met and a recommendation is made by the administration, a club will be submitted for Board approval. Should these criteria not be met, see items D and E below.
2. The Athletic/Activities Director will develop and have available a sample constitution, minutes, and roster.
3. In September written requirements will be distributed to potential club sponsors. Club written criteria must include:
 - a. Indication of an interested sponsor
 - b. Student interest survey
 - c. Constitution
 - d. Meeting dates - at least one per month preferred
 - e. Meeting minutes and attendance roster

Upon completion of the written requirements, contracts will be issued at the October board meeting. Funding will be a factor determining the number of clubs offered for any given school year.

4. A club "waiting list" is maintained for grades 7-8 and grades 9-12 by the principal and Athletic/Activities Director respectively.
5. Club vacancies will be filled from the rank-order "waiting list". Should no waiting list exist, the club vacancy will be posted in the appropriate building(s).
6. All recommendations are to be forwarded from the Athletic/Activities Director or building principal (as appropriate) to the Administrative Assistant for Human Resources for Board action.
7. The process will include Board approval for the filling of all positions listed in the contract.
8. One-half payment will be issued when one half of the duties have been completed. Payment requests are to be submitted in writing to the Athletic/Activities Director or building principal as appropriate.
9. Final payment will be made when the sponsors fulfill their year end obligations. Payment requests are to be submitted in writing to the Athletic/Activities Director or building principal as appropriate.