

CHESTER COUNTY INTERMEDIATE UNIT 24

SECTION: EMPLOYEES
TITLE: EMPLOYMENT OF EXECUTIVE DIRECTOR
ADOPTED: JULY 21, 2010
READOPTED: AUGUST 19, 2020

302. EMPLOYMENT OF EXECUTIVE DIRECTOR

<u>Policy Section</u>	<u>Policy Description</u>
1. Authority	<p>The Board places the primary responsibility and authority for the administration of the Intermediate Unit in the Executive Director. Therefore, selection of an Executive Director is critical to the effective leadership and management of the Intermediate Unit.</p> <p>When the position of Executive Director becomes vacant, the Board shall elect an Executive Director by a majority vote of all members of the Board and shall determine the salary for the position. The term of office for both positions shall be four (4) years beginning with the effective date of the appointment to office.</p> <p>The Board shall actively seek the best qualified and most capable candidate for the position of Executive Director. It may be aided in this task by a committee of Board members and/or the services of professional consultants.</p> <p>Legal References: SC 963, 964</p>
2. Guidelines	<p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> 1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations. <p>Legal Reference: Pol. 104</p> <ol style="list-style-type: none"> 2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants. <p>Legal Reference: SC 963, Title 22, Sec. 49.182</p> <ol style="list-style-type: none"> 3. Preparation of informative material describing the Intermediate Unit and its

educational goals.

4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.
5. Opportunity for applicants to visit the Intermediate Unit, at the Board's invitation.
6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.

A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of candidates so that an appropriate range of choices is available for final selection.

The Board shall determine prior to interviewing finalists which expenses associated with such interviews shall be borne by the Intermediate Unit.

Legal Reference: Pol. 104

Pre-Employment Requirements

The Intermediate Unit shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The Intermediate Unit may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.

Legal Reference: SC 111.1

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the Intermediate Unit has evaluated the results of that screening process.

Legal Reference: SC 111, 23 Pa. C.S.A., Sec. 6344

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

Legal Reference: SC 111, 111.1

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law.

<p>References:</p>	<p>Legal Reference: Pol. 314</p> <p>Before entering the duties of the office, the Executive Director shall take and subscribe to the oath of office prescribed by law.</p> <p>Legal Reference: SC 1004; SC 1418, Title 28, Sec. 23.43, 23.44, 23.45; 42 U.S.C. Sec. 12112</p> <p><u>Employment Requirements</u></p> <p>An individual shall not be employed as Executive Director or Assistant Executive Director unless s/he has signed an employment contract or has been employed by Board resolution, either of which may include:</p> <ol style="list-style-type: none"> 1. Term for which employment is contracted, including beginning and ending dates. <p>Legal Reference: SC 913-A</p> <ol style="list-style-type: none"> 2. Salary contracted and the intervals at which it will be paid. <p>Legal Reference: SC 914-A</p> <ol style="list-style-type: none"> 3. Benefits to which the employee is entitled. 4. Statement of mutually agreeable evaluation procedures. <p>Before entering the duties of the office, the Executive Director or Assistant Executive Director shall take and subscribe to the oath of office prescribed by law.</p> <p>Legal Reference: SC 1004</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 913-A, 914-A, 1004, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.182</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 104, 314</p>
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