



Title: Employment of District Staff

300 Employees

Code 301

22 PA Code 4.4

24 P.S. 1089

24 P.S. 1106

24 P.S. 1107

24 P.S. 1142-1152

24 P.S. 406

24 P.S. 508

24 P.S. 1204.1

24 P.S. 111.1

23 Pa. C.S.A. 6344

24 P.S. 111

22 PA Code 49.1 et seq

24 P.S. 1109

24 P.S. 1201

24 P.S. 2070.2

42 U.S.C. 12112

20 U.S.C. 7801

22 PA Code 403.2

22 PA Code 403.4

22 PA Code 403.5

22 PA Code 14.105

24 P.S. 108



24 P.S. 1109.2

24 P.S. 1111

22 PA Code 8.1 et seq

18 Pa. C.S.A. 9125

23 Pa. C.S.A. 6301 et seq

42 U.S.C. 12101 et seq

Authority

William Penn Academy (WPA) places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative, professional and support employees.

WPA Administration, including the Educational Director, Owner, and Principal, as well as other members that are appointed, shall, by a majority vote of all members, approve the employment, set the compensation, and establish the term of employment for each administrative, professional and support employee employed by the district.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]](#)

Approval shall normally be given to the candidates for employment recommended by the Educational Director or designee.

No individual shall be employed who is related to any member of the Administrative Leaders, unless such an individual receives the affirmative vote of a majority of the Administrative Leaders.

WPA authorizes the use of professional and support employees prior to Administrative Leaders approval when necessary to maintain the continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.[\[9\]](#)

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



Pre-Employment Requirements

The district 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 district 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.[\[10\]](#)

A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse, and the district has evaluated the results of that screening process.[\[11\]](#)[\[12\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and 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.[\[12\]](#)

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

Delegation of Responsibility

The Educational Director or designee shall develop administrative regulations for the employment of staff in accordance with Board policy and state as well as federal laws and regulations.[\[17\]](#)

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.

The Educational Director or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[\[18\]](#)

The Educational Director or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.



WILLIAM PENN
ACADEMY

Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such a certificate is required by law. [\[13\]](#)[\[14\]](#)[\[15\]](#)