

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT OF
DIRECTOR/ASSISTANT DIRECTOR

ADOPTED: July 1, 1991

REVISED:

<p>1.Purpose SC 1001 1003</p> <p>2.Authority SC 1850.1</p> <p>SC 111 Pol. 302-R1</p> <p>3.Guidelines</p> <p>SC 1003</p>	<p style="text-align: center;">302. EMPLOYMENT OF DIRECTOR/ASSISTANT DIRECTOR</p> <p>The Executive Council places the primary responsibility and authority for the administration of this school in the Director. Selection of a Director, or an Assistant Director is therefore critical to the effective management of the Vocational-Technical School.</p> <p>When the position of Director or Assistant Director is vacant, the Executive Council, upon the recommendation of the Professional Advisory Council, shall employ a Director or Assistant Director by a majority vote of all members of the Executive Council and shall fix the beginning salary.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the administration has evaluated the results of that screening process.</p> <p>Any candidate's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Executive Council to constitute grounds for dismissal.</p> <p>Each candidate for the position of Director or Assistant Director shall be required to pass a physical examination by a qualified professional mutually agreeable to the parties. Such examinations shall be reasonably related to the duties s/he will be required to perform.</p> <p>The Executive Council will actively seek the best qualified and most capable candidate for the position of Director. It will be aided in this task by a committee of Executive Council members and/or the services of professional consultants.</p> <p>Recruitment procedures shall be prepared in advance of the search and shall include the following:</p> <p>preparation of a written job description for the position.</p> <p>preparation of written specification of qualifications, in addition to proper State</p>
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<p>SC 3705 Pol. 104 P.L. 88-352 (Title VI) P.L. 92-318 (Title IX)</p>	<p>requirements for all applicants.</p> <p>preparation of informative material describing the school and its educational goals.</p> <p>solicitation of applications from a large enough geographical area to ensure a range of backgrounds and experience.</p> <p>that a screening process be established that ensures that the Executive Council has an opportunity to interview a sufficient number of finalist candidates so that an adequate range of choices is available for final selection.</p> <p>that the Executive Council at its discretion may determine prior to interviewing finalists the expenses associated with such interviews that will be borne by the school.</p> <p>recruitment and consideration of candidates in accordance with policy, State and federal law.</p> <p>The Executive Council will seek applicants for the position of Assistant Director by nomination of the Director in conjunction with the process described above.</p> <p>No person may be employed as Director or Assistant Director of this school unless s/he has signed an employment contract with the Executive Council or has been employed by Executive Council resolution, either of which shall include:</p>
<p>SC 1073</p>	<p>the term for which employment is contracted, including beginning and ending dates.</p>
<p>SC 1075</p>	<p>the salary which the Director or Assistant Director shall be paid and the intervals at which it shall be paid.</p> <p>the benefits to which the employee is entitled.</p> <p>a statement as to the procedure to be followed and the consequences of termination or modification.</p> <p>provision for extending the term of the agreement.</p> <p>a statement of agreed upon evaluation procedures.</p>