MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYES

TITLE: EMPLOYMENT OF ADMINISTRATORS

ADOPTED: July 1, 1991

REVISED:

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	303. EMPLOYMENT OF ADMINISTRATORS
1.Purpose	The Executive Council places substantial responsibility and authority for the effective management of the Vocational Technical School with administrators who are employed by the school.
2.Authority SC 1142 1146	The Executive Council shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by the school.
	Such approval shall normally be given to those candidates for employment recommended by the Director, upon the recommendation of the Professional Advisory Council.
	Any employee'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.
SC 1109	No candidate for employment as an administrator shall receive recommendation for such employment without evidence of his/her certification, if such certification is required.
SC 111 Pol. 303-R1	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.
Pol. 303-R2	The Executive Council recognizes the importance of maintaining an efficient system for the processing of employees new to the school and those employees leaving the school's service.
3.Delegation of Responsibility	The Director or a designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:
Pol 104	S/He shall recruit and recommend applicants in accordance with policy and State

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SC 3705	and federal law.
P.L. 88-352	Staff vacancies which represent opportunities for professional advancement or
(Title VI)	diversification shall be made known to personnel so that they may apply for such
	positions.
	S/He may apply such screening procedures as may be necessary to determine the
	candidate's ability to perform the tasks for which the candidate is being considered.
	S/He shall seek such recommendations from former employers and others as may be
	of assistance in assessing the candidate's qualifications. Such records shall be
	retained confidentially and for official use only.
	The Director shall be responsible for administering an employee processing system.
School Code	
111, 1101	
1106, 1109	
1111, 1121	
1142, 1146	
1341, 3706	
1311, 3700	
Federal	
Regulations	
P.L. 88-352	
(Title VI)	
P.L. 92-318	
(Title IX)	
(TIME IA)	
Board Policy	
No. 104	
110. 104	