

# EAST PENN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED  
EMPLOYEES

ADOPTED: February 8, 1993

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">504. EMPLOYMENT OF CLASSIFIED EMPLOYEES</p> <p>The Board strives to attract and retain the highest qualified staff members for all positions. The selection process manifests the Board's desire to employ individuals committed to the betterment of the education and welfare of children attending the East Penn School District.</p> <p>It shall be the responsibility of the Superintendent or his/her designee to determine the personnel needs of the district, to recruit suitable candidates for employment, and to make recommendations for hiring to the Board.</p> <p>The following general guidelines govern the selection of personnel:</p> <ol style="list-style-type: none"> <li>1. All nominated candidates shall meet the entry qualifications for the position.</li> <li>2. There shall be no discrimination in the recruitment or hiring process due to race, color, creed, religion, national origin, gender, age, marital status, handicap, or other area stipulated by law, except as these terms may constitute a "bona fide occupational qualification" under the terms of applicable law.</li> <li>3. Concerted efforts will be made to maintain a staff of varied backgrounds, interests and experiences. These efforts may include media advertisements of vacancies.</li> <li>4. Posting of vacancies will follow the pertinent clauses of negotiated agreements. Present employees may apply for all positions for which the job qualifications are met.</li> <li>5. Interview and selection procedures will ensure that the administrator responsible for the supervision of the employee has an opportunity to provide input in the selection process; however, the final decision shall be made by the Superintendent. All recommendations will be made to the Board by the Superintendent.</li> </ol>
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<p>School Code 111, 406</p> <p>Federal Regulations P.L. 88-352 Title VI P.L. 92-318 Title IX</p> <p>Board Policy 104</p>	<p>6. All candidates shall be considered on the basis of their merits, qualifications and the needs of the district. The Superintendent, and other interested parties, shall make every effort to hire the most qualified candidate for each position.</p> <p>7. All candidates shall comply with all requirements of law including, but not limited to, criminal history background checks and physical examinations.</p> <p>This replaces former policy GBD</p>
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