



Section CLASSIFIED EMPLOYES

Title EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYES

1. Purpose

Qualified and competent substitute and short-term employes will be employed in accordance with these guidelines.

2. Authority

The Board will approve annually the names of potential substitute classified personnel and the positions in which they may substitute except that additional names may be added to the list of substitute personnel by the Board during the school year following the approval of such list.

Substitutes shall be compensated at a rate set annually by the Board for the various categories of regular employes.

The Board shall approve the employment, fix the compensation and establish the period of employment for each short-term classified employe.

Such approval shall normally be given to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Superintendent.

Any employe's misstatement of fact-- material to qualifications for employment or the determination of salary--shall be considered by this Board to constitute grounds for dismissal.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.

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3. Delegation
of Responsibility

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for classified employment in accordance with the following guidelines:

The administration shall seek candidates for employment who possess the following attributes: good character, appreciation of children, good physical health, and emotional and mental maturity and stability.

School Code

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