

Sylvan Heights Science Charter School

Policy Number: 302

Policy Title: Principal/Chief Academic Officer

Approved: November 16, 2020

Revised:

Purpose

The Board of Trustees (Board) places the primary responsibility and authority for the administration of the Sylvan Heights Science Charter School (School) in the Principal/Chief Academic Officer (CAO). Therefore, selection of a Principal/CAO is critical to the effective leadership and management of the Charter School.

Authority

When the position of Principal/CAO becomes vacant, the Board shall appoint a Principal/CAO by a majority vote of all Trustees then in office.

Guidelines

Recruitment and Assessment of Candidates

The Board shall actively seek candidates who meet the qualifications and requirements for the position of Principal/CAO. The Board may be aided in this task by a committee of Trustees and/or the services of professional consultants.

When undertaking a search to fill the position of Principal/CAO, recruitment procedures shall be prepared and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
2. Preparation of written qualifications, in addition to any applicable state requirements, for all applicants.
3. Preparation of informative materials describing the School, the Principal/CAO position, and the School's educational goals.
4. Opportunity for selected applicants to visit the School, meet with internal staff and external stakeholders at the Board's invitation.

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the School.

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

Pre-Employment Requirements

The School 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 School 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.

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the School has evaluated the results of that screening process.

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or 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.

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.

Employment Contract

An individual shall not be employed as Principal/CAO unless s/he has signed an employment contract expressly stating the terms and conditions of employment. Such contract may include, but not be limited to:

1. Term for which employment is contracted, including beginning and ending dates.
2. Salary contracted and the intervals at which it will be paid.
3. Benefits to which the employee is entitled.
4. Statement of mutually agreeable evaluation procedures.

Legal

18 Pa. C.S.A. 9125

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

23 Pa. C.S.A. 6344

24 P.S. 108

24 P.S. 111

24 P.S. 111.1

24 P.S. 1418

24 P.S. 1703-A

24 P.S. 1715-A

24 P.S. 1724-A