

**ADMINISTRATIVE PROCEDURES FOR  
EMPLOYMENT OF DISTRICT STAFF**  
(Attachment for Policy No. 304)

**Purpose**

The following procedures detail how appointments to positions are made, administrative procedures for recruiting, screening, testing, evaluating, and recommending candidates for employment and pre-employment requirements in accordance with Board policy, federal and state laws and regulations.[1][2][3][4][5]

**Appointments**

When candidates for represented positions are determined to be eligible for hiring, they are placed into positions by principals or hiring managers according to the rules of the applicable collective bargaining agreement. Appointments for non-represented administrative and support positions are to be made by the Superintendent or his/her designee. Appointments to non-represented roles can also be made from eligibility lists in some cases.

The District recruitment team shall hold in-person and virtual events to target high-quality teacher candidates. All vacant positions are posted on the SDP website under “Careers” and are updated continuously by the Department of Talent. The application data system and human resource information system (HRIS) shall be centralized and integrated. The recruitment team screens written applications to ensure that applicants meet experience and education qualifications as well as certification requirements per state and federal laws and regulations. The recruitment team in the Department of Talent will review applicants’ qualifications to ensure that they meet such certification requirements prior to their further consideration for employment. School-based hiring committees make hiring decisions for all school-based positions that are not centrally allocated.

Candidates for principal and assistant principal positions shall be asked to submit a written application and selected candidates shall be invited to a general phone screen. Candidates who achieve a passing score on the phone screen will then be asked to participate in a Selection Day that includes role playing and one-on-one interviewing. Candidates who are deemed to be qualified shall be added to the Principal/Assistant Principal Talent Pool for consideration by Assistant Superintendents and the Superintendent.

Candidates for school-based support positions must complete required testing per state guidelines and district policy. Selection processes may include a highly qualified exam, other written or oral exam or practicals. Selected candidates are to then receive either an offer letter for a position or an eligibility letter and be placed on an eligibility list. Candidates shall be identified on the eligibility list as positions open and provided an offer letter for the role.

Candidates for central office administrative roles shall be selected based on selection processes and materials (ex. interview questions and performance tasks) that are position-specific, which must be created by hiring managers with support from the recruitment team. Candidates are to be evaluated on selection process activities based on pre-established criteria. Successful candidates are to be provided an offer letter for the role.

The Department of Talent shall maintain a list of the names of potential substitute employees for applicable positions. Additional names may be added to the list of substitutes on an as-needed basis. The Superintendent or his/her designee may recommend not retaining an approved substitute who have not satisfactorily performed their duties. All potential substitutes must be in good standing with the District.

Job specifications for all positions will include experience and education qualifications as well as certification requirements per the Pennsylvania School Code. The recruitment team in the Department of Talent will maintain current job specifications and regularly update them accordingly. The recruitment team will also maintain a record of previous job specifications. The recruitment team will review applicants' qualifications to ensure that they meet such certification requirements in the first stage in the selection process.

### **Pre-Employment Requirements**

New hires shall schedule a processing appointment with a Talent Specialist a week prior to his/her start date. Pennsylvania state law requires that all applicants for employment in public and private schools, employees of independent contractors seeking business with public and private schools, and student teacher candidates undergo background checks if they will have direct contact with students. New hires shall be responsible for bringing all required document to the processing appointment, including results from all background check and clearances, a completed health form and a hard copy of the new hire paperwork packet. New hires shall also bring official sealed transcripts documenting his/her degree(s) and an updated resume. Below is a list of the mandatory background checks and clearances:

1. PA Criminal History Check
2. Child Abuse Clearance
3. FBI Fingerprint Clearance
4. Act 168: Sexual Misconduct/Abuse Disclosure Release
5. Substance abuse testing for candidates seeking to be bus drivers, bus attendants, general cleaners, custodial assistants, building engineers, building engineer trainees and school aides and trades employees

**Criminal history, child abuse and FBI background checks and clearances presented by new employees shall be no more than one (1) year old as of the employee's start date.**

Pre-employment physical examinations shall be required of all employees. School-based candidates who earn less than \$40,000/year must be seen by a licensed physician designated by the District to have a physical examination, including a tuberculosis test. Candidates who are not

school-based and/or who earn more than \$40,000/year must submit a pre-employment physical examination form prescribed by the Commonwealth of Pennsylvania that has been completed by a physician of their choice.

### **Criminal Background Due Diligence Investigation**

In the event that an enumerated offense appears on the criminal background record of a candidate or District staff's, if the Talent Specialist determines, in consultation with the OGC, that the nature of the offense background check as it relates to student safety should not preclude the candidate's employment, then the district may employ the candidate. When the district makes this limited exception to the Public School Code, it shall document the process used to come to the determination, the findings of the due diligence investigation and the analysis of School Code and applicable case law that justify the exception. The OGC shall support the designee from the Office of Labor Relation's decision with a written opinion. The paramount consideration for the district in this analysis is student safety. Other factors include:

1. The time period that has elapsed since the offense.
2. Whether the offense was an isolated single event or was repeated.
3. The presence or absence of a subsequent criminal history.
4. The nature of the person's current position and whether the offense bears a relationship to the current position.
5. Whether the person was employed at a school when the crime occurred.
6. Whether the conduct occurred on the property of a school.
7. The employee's employment record with the school.
8. Any evidence of rehabilitation provided by the employee or prospective employee since the conviction for the applicable offense. [18]

The District may not consider candidates with certain criminal convictions for employment.[18]

### **ID Badges**

In order for employees and contracted providers to be provided ID badge access to the School District of Philadelphia's Administration building, an administrator in the employee's office must draft a memo on office letterhead that includes the following information:

1. Name of employee
2. Reason for request
3. Statement that copies of clearances are attached to the memo and that copies are also maintained in the employee's office
4. Copies of clearances

If an employee needs a replacement ID badge, he/she should pay \$20 to the Department of Talent and the employee will receive a new ID badge.

### **Maintenance Schedule:**

The Chief of Talent or his/her designee will revise the administrative procedures for the employment of district staff on an as-needed basis when there is a change in relevant operating protocols.

**Legal References:**

1. 24 P.S. 111.1
2. 24 P.S. 111
3. 23 Pa. C.S.A. 6344
4. Pol. 104 - Nondiscrimination in Employment Practices
5. 42 U.S.C. 12112

**Related Information:**

1. 24 P.S. 108
2. 24 P.S. 1109.2
3. 22 PA Code 8.1 et seq
4. 22 PA Code 403.2
5. 22 PA Code 403.4
6. 22 PA Code 403.5
7. 18 Pa. C.S.A. 9125
8. 23 Pa. C.S.A. 6301 et seq
9. 42 U.S.C. 12101 et seq
10. Pol. 317 - Conduct/Disciplinary Procedures