

Hiring and Filling of Vacancies

Authority

The Board of Education of the Juniata Valley School District shall provide equal opportunities in all areas of employment. Qualified candidates will be selected without regard to race, religious creed, age, sex, national origin, color, disability, or political belief.

The Board places substantial responsibility for the effective management and operation of the district and the quality of educational program with its administrative, professional and classified employees.

The Board, shall by majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each employee employed by the district.

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

When the Board has rejected a recommended candidate, the Superintendent shall make recommendations of other candidates until Board approval is granted.

A candidate may be hired by the Board, but shall not begin employment or have contact with students until he/she has complied with the mandatory background requirements for criminal history and child abuse and the district has evaluated the results of the screening processes and has acquired the proper Pennsylvania certificate, if required by state regulation or by the Board.

Delegation of Responsibility

The Superintendent or designee(s) shall develop regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.

The Superintendent shall authorize administrators to have criteria which communicates minimum, preferred, and non-negotiable qualifications for the successful candidates including but not limited to certifications, standard applications, licensure, experience, degrees, transcripts, demonstrable skills, references, interviews, testing, criminal/child abuse history checks and to set up and conduct interviews of qualified candidates.

Guidelines

The district shall advertise and/or post vacancies in one or more of the following areas: district website, The Daily News newspaper, the Altoona Mirror newspaper, The Centre Daily Times newspaper, and on bulletin boards located at the District Office, High School and Elementary School.

All advertisements will indicate the vacancy type, when the position will be available, application deadline, contact information and the required documents and clearances.

Applications will be accepted in person, via mail and email at the district office. All applications will be maintained for one year.

The Superintendent and administrators will screen the applications and select the best qualified candidates to interview.

Candidates will be contacted by phone and/or email with a date and time to interview.

Candidates will be afforded the same length of time set for each interview.

The initial interview will be done by District Administration.

All candidates will be asked the same questions and rated individually by each interviewer.

Top-ranking candidate(s), typically 1 through 3, will be recommended for a second interview with the board of directors.

Candidates not selected to interview and those interviewed but not offered employment, will be notified by mail that another candidate has been chosen for the vacancy.

Required Documents and Clearances

Standard PA Teaching Application (teachers, substitute teachers, administrators)

PA Teaching Certificate (teachers, substitute teachers, administrators)

Transcripts (teachers, substitute teachers, administrators, guest teachers, para-educators)

Letter of Interest

Resume

References

*PA State Police Criminal Record, Act 34, <https://epatch.state.pa.us/Home.jsp>

*PA Child Abuse, Act 151, <https://www.compass.state.pa.us/cwis/public/home>

*FBI Fingerprint Clearance, Act 114, <https://uenroll.identogo.com> - service code **1KG6XN**

*Act 168 - [**Sexual Abuse/Misconduct disclosure form**](#)

*Act 24 - [**Arrest/Conviction Report and Certification**](#)

*all clearances must be less than one year old for new employment and updated every five years thereafter