



Book	Policy Manual
Section	300 Administrative Employees
Title	Employment of Administrators
Code	303
Status	Active
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### **Purpose**

The Board of School Directors (“Board”) of Springfield School District (“District”) places substantial responsibility and authority for the effective management of the District with administrators who are employed by the District.

### **Authority**

The Board shall, by a majority vote of all members, approve the employment, set the compensation, and establish the term of employment for each administrator employed by the District.[\[3\]](#)[\[1\]](#)[\[2\]](#)[\[4\]](#)

Any employee’s misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

No candidate for employment as an administrator shall receive recommendation for such employment without evidence of such employee's certification, if such certification is required. Each certificated administrative employee employed by the District shall be responsible for maintaining a valid certificate when such certificate is required by law.[\[5\]](#)[\[6\]](#)

No candidate shall be employed until such candidate has complied with all the mandatory background checks, as required by School Code, and the District has evaluated the results of that screening process.[\[7\]](#)[\[8\]](#)[\[9\]](#)

### **Delegation of Responsibility**

The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:[\[10\]](#)

1. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal law.
2. Staff vacancies shall be made known to District personnel so that they may apply for such positions. A duty of the Superintendent is to develop and maintain an administrative team where opportunities exist. The Superintendent may draw team members from within the District to maintain the Board’s vision. This may result in an appointment without the posting of a position. This does not override the Board’s authority to approve employment, fix compensation, or determine term of employment.
3. The Superintendent or designee may apply such screening procedures as may be necessary to determine the candidate’s ability to perform the tasks for which the candidate is being considered.
4. The Superintendent or designee shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate’s qualifications.

5. Such records shall be retained confidentially and for official use only.

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Legal

[1. 24 P.S. 1089](#)

[2. 24 P.S. 1106](#)

[3. 24 P.S. 508](#)

[4. 22 PA Code 4.4](#)

[5. 24 P.S. 1109](#)

[6. 22 PA Code 49.1 et seq](#)

[7. 24 P.S. 111](#)

[8. 22 PA Code 8.1 et seq](#)

[9. 23 Pa. C.S.A. 6301 et seq](#)

10. Pol. 104