MONTGOMERY COUNTY INTERMEDIATE UNIT #23

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF EXECUTIVE DIRECTOR/ASSISTANT EXECUTIVE DIRECTOR

ADOPTED: MAY 26, 2010

REVISED:

	302. EMPLOYMENT OF EXECUTIVE DIRECTOR/ASSISTANT EXECUTIVE DIRECTOR
1. Authority	The Board places the primary responsibility and authority for the administration of the Intermediate Unit in the Executive Director and Assistant Executive Director. Therefore, selection of an Executive Director or Assistant Executive Director is critical to the effective leadership and management of the Intermediate Unit.
SC 963, 964	When the position of Executive Director or Assistant Executive Director becomes vacant, the Board shall elect an Executive Director or Assistant Executive Director by a majority vote of all members of the Board and shall set the compensation. The term of office for both positions shall be four (4) years beginning with the effective date of the appointment to office.
SC 963, 964	An Assistant Executive Director shall be appointed by the Board upon the recommendation of the Executive Director.
	The Board shall actively seek the best qualified and most capable candidate for the position of Executive Director. It may be aided in this task by a committee of Board members and/or the services of professional consultants.
	The Board shall seek applicants for the position of Assistant Executive Director by a process similar to that used to determine the Executive Director.
	<u>Employment</u>
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	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 Intermediate Unit has evaluated the results of that screening process.
	An individual shall not be employed as Executive Director or Assistant Executive Director unless s/he has signed an employment contract or has been employed by Board resolution, either of which may include but not be limited to:
SC 963	1. Term for which employment is contracted, including beginning and ending dates.

SC 964	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.
SC 1004	Before entering the duties of the office, the Executive Director or Assistant Executive Director shall take and subscribe to the oath of office prescribed by law. A candidate's misstatement of fact material to qualifications for employment or determination of salary may constitute grounds for dismissal by the Board.
	References: School Code – 24 P.S. Sec. 108, 111, 963, 964, 1004, 1418 State Board of Education Regulations – 22 PA Code Sec. 8.1, et seq., 49.182 State Department of Health Regulations – 28 PA Code Sec. 23.42, 23.44, 23.45 Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125 Child Protective Services Law – Pa. C.S.A. Sec. 6301 et seq. Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.