

CODIFICATION REFERENCE NUMBER: M 4125

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EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes that it is vital to the successful operation of the District that support staff positions created by the Board be filled with highly qualified and competent employees.

The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this District.

Candidates will be employed only on the recommendation of the Superintendent.

No person shall be employed in a support position which involves regular contact with pupils who has not submitted notification from the Commissioner of Education of his or her qualification for employment following a criminal history record check, except that a person who has applied for the criminal history record check and has submitted to the Commissioner a sworn statement that he or she has not been convicted of a crime or disorderly persons offense may be provisionally employed for up to six months pending notification. The Superintendent will require evidence of sworn statement from any such applicant who has not received the Commissioner's notification of his or her qualification for employment.

The responsible administrator(s) shall seek candidates for employment who possess the attributes of good character, appreciation of children, good health, and emotional maturity. They may administer such screening tests as may bear upon a candidate's ability to perform the tasks for which he or she is being considered and review such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Application records will be retained in confidence and for official use only.

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identify and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

An employee's misstatement of fact material to his or her qualifications for employment or the determination of his or her salary will be considered by the Board to constitute grounds for dismissal.

Bus Drivers

In order to qualify for employment as a regular or substitute school bus driver a candidate must be over 21 years of age, a reliable person of good moral character, physically fit, have a minimum of three years' previous driving experience, and possess a valid bus driver's license approved by the New Jersey

Department of Law and Public Safety, Division of Motor Vehicles, that is neither suspended nor revoked.

The Board will annually submit to the County Superintendent, prior to the assignment of any driver, the following information regarding each driver and substitute driver employed by this Board or by any contractor supplying transportation services to this Board:

1. The driver's name and social security number;
2. Certification of the driver's possession of a valid school bus driver's license; and
3. Certification that the driver has qualified for employment after a criminal background check.

The Board requires that every school bus driver employed by this Board or by a contractor of school bus services supplying transportation services to this Board report to the Superintendent any violation of law of which he or she has been convicted during any calendar year in which he or she renders bus driving services for this Board. Such violations of law include private motor vehicle offenses.

Any bus driver who fails to comply with the requirements of this policy may be subject to discipline and may be dismissed.

Aides

The Board may employ aides to assist teaching staff members in the discharge of their professional responsibilities. Aides will serve the needs of teachers and pupils by performing nonprofessional duties and may work only under the direct supervision of certificated staff members.

Aides must be high school graduates, be in good health, and be mature persons of good character who work well with children. Wherever possible, aides should have experience in education.

The Superintendent shall submit to the County Superintendent, for his or her approval, job descriptions and employment standards for all aide positions. In addition, the Superintendent shall annually submit to the County Superintendent the names of persons employed as aides and a statement certifying that these persons meet the State approved qualifications.

Part-time Employees

A "part-time support staff member" is a person employed for less than full-time. "Full-time" is employment for a full fiscal year, full work week, and a full work day.

The Board may employ part-time support staff members as District needs require. Part-time employment shall be for periods and hours specified in the Board's resolution of employment.

