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### 4125 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.

No person shall be employed in a position involving 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 the 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 applicants will be required, at the time of application, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity 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 a reliable person of good moral character, physically fit, have a minimum of three years' previous driving experience, and possess a valid commercial 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 commercial driver's license, and
3. Certification that the driver has qualified for employment after a criminal background check.
4. Pre-employment physical; including substance abuse test results.
5. Drivers will also be subjected to random testing for substance abuse in compliance with Federal Department of Transportation Omnibus Act.

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

#### Aides

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

Aides must be high school graduates, be in good health, and be mature persons of good character who work well with children. Instructional aides must possess twelve college credits in education in accordance with terms of the negotiated contract, and 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 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. A "full work day" is eight hours exclusive of lunch, and a "full work week" is five days, Monday through Friday; or as otherwise defined by the negotiated contracts language.

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.

#### Substitutes

The Board will employ substitutes for absent support staff members as necessary to insure continuity in the operation of the school district. The Board shall annually approve a list of support staff substitutes and the positions in which each is permitted to serve and may approve additional substitutes during the school year.

A list of substitutes is established by the Board of Education. The immediate supervisor may select substitutes from the established list on a need basis.

N.J.S.A. 18A:6-5 et seq.; 18A:16-1;  
18A:17-41; 18A:39-17 et seq.  
N.J.A.C. 6:11-4.6, 6:21-11.1

Adopted: 11 June 1997