

POLICY

No. 4715

Page 1 of 2

SUPERVISION OF STAFF MEMBERS DURING THE PERIOD OF CONDITIONAL APPOINTMENT OR EMERGENCY CONDITIONAL APPOINTMENT

In accordance with the Project S.A.V.E. legislation and regulations generally and, in particular, the legislation authorizing the conditional appointment or the emergency conditional appointment of staff pending receipt of clearance for employment by the Commissioner of Education, it shall be the policy of the Board of Cooperative Educational Services that the following procedures shall be followed for all staff members holding a conditional appointment or an emergency conditional appointment.

1. A principal, supervisor of special education or other immediate supervisor shall meet with the staff member at the beginning of employment in order to explain safety considerations and expectations for appropriate contact with students.
2. A principal, supervisor of special education, other immediate supervisor, or a designee shall maintain oversight of such staff member during the period of conditional appointment or emergency conditional appointment.

Adopted: August 20, 2001

Ratified: September 13, 2001

Amended:

Name: _____

To the best of my knowledge I

_____ do have

_____ do not have

criminal convictions or pending criminal charges against me anywhere in New York State or in any other jurisdiction.

List all criminal convictions and pending criminal charges. Include (1) nature of offense, (2) date of conviction or charge, and (3) name and location of court where the conviction was entered or the charge is pending.

Date: _____

Signature

Note: A conviction or pending criminal charge will not be an automatic bar to employment. Mitigating factors and rehabilitation may be considered.