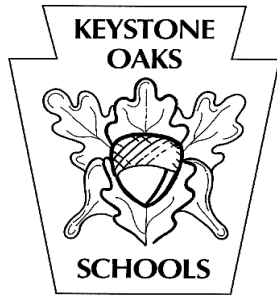


Policy Guide



Policy No. 852

Section OPERATIONS

Title CREATING A POSITION

Adopted DECEMBER 12, 2017

Revised _____

POLICY NO. 852 CREATING A POSITION	
Section 1	<p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 301, 401, AND 501.</p> <p><u>Purpose</u></p> <p>Positions for administrative, professional, and support employees will be established by the Board in order to provide effective management and leadership to operate district schools and to provide quality educational programs and support services, consistent with the needs of the schools and the resources of the community.</p>
Section 2	<p><u>Authority</u></p> <p>The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the District and operation of the schools.</p> <p>The initial salary for a new position shall be determined by the Board when creating such position, based upon the recommendation of the Superintendent and supporting documentation, or by the existing collective bargaining agreements.</p>
	<p>SC 1001, 1106, Title 22 Sec. 4.4</p> <p>SC 1075, 1142</p>

**POLICY NO. 852
CREATING A POSITION**

Section 3

Guidelines

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

1. Educational needs of the students.
2. Effective management of current and future district programs.
3. Number of students enrolled.
4. Special needs of students.
5. Operational needs of the District.
6. Financial resources of the District.

Recommendations for a new or additional administrative position shall include:

1. Job description clearly outlining the duties for which the position was created.
2. A title that conforms with the appropriate certificate if certification is required.
3. Supporting data and other rationale relevant to the recommendation.

Section 4

Delegation of Responsibility

The Superintendent shall be responsible for recommending a new or additional position.

The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.

42 U.S.C. Sec.
12101 et seq.

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CREATING A POSITION**

References:

PA School Code – 24 P.S. Sec. 1001, 1106, 1075, 1142

State Board of Education Regulations – 22 PA Code Sec. 4.4

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.