

Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
Status	First Reading
Legal	1. 24 P.S. 1850.1 2. 22 PA Code 4.4 3. 24 P.S. 1142 4. Pol. 328 5. Pol. 104
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Authority

Positions for administrative, professional **and** classified employees **shall** be established by the **Joint** Operating Committee in order to provide **the** effective **leadership and** management **necessary to** operate the school **and** to provide **quality** educational programs and services, consistent with the needs **of the school and the** resources of the community.

The need for creating positions shall be determined by the **Joint** Operating Committee, **based on the recommendation of the Director**. The **Joint** Operating Committee reserves for itself the final determination **of** the number and **type** of **staff** positions deemed necessary for effective management **and** operation of the school.[\[1\]](#)[\[2\]](#)

The initial salary or salary range for **a** new position shall be determined by the **Joint** Operating Committee **when** creating **the** position, based upon the recommendation of the Director and supporting documentation.[\[3\]](#)[\[4\]](#)

In the exercise of its authority to create **a** new position, the **Joint** Operating Committee shall give primary consideration **to the following**:

1. Effective management of school **programs**.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the school.
5. **Financial resources of the school**.

The Director shall be responsible for recommending a new or additional administrative, professional **or classified** position.

Delegation of Responsibility

Recommendations for **a** new or additional position **shall** include:

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

The **Joint** Operating Committee may, through **the Director**, seek the advice of administrative staff **when** creating a new position or increasing the number of employees in existing positions.

The Director **or designee** shall **be responsible to** maintain a comprehensive and up-to-date job description for all positions in the school. Job descriptions shall be **prepared in accordance with relevant federal and state laws and** regulations.[5]

Last Modified by Terri Birchard on August 3, 2018