

Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
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Authority.

Positions for administrative, professional, project and support 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 Administrative 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 Administrative 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 Administrative Director shall be responsible for recommending a new or additional administrative, professional, project or support 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 Administrative Director, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing

positions.

The Administrative 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]

Legal

1. 24 P.S. 1850.1
2. 22 PA Code 4.4
3. 24 P.S. 1142
4. Pol. 328
5. Pol. 104