NESHANNOCK TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: September 11, 2003

REVISED:

501. CREATING A POSITION

1. Purpose	Positions for classified employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the schools and the resources of the community.
2. Authority SC 406	The need for creating classified 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 classified positions deemed necessary for effective operation of the schools.
3. Guidelines	Recommendations for new or additional classified positions shall include: 1. Job description clearly outlining the duties for which the position was created. 2. Initial salary for a new position. 3. Supporting data and other rationale relevant to the recommendation. In the exercise of its authority to create new positions, the Board shall give primary consideration to: 1. Number of students enrolled. 2. Special needs of students. 3. Financial resources of the district. 4. Operational needs of the district.
4. Delegation of Responsibility	The Superintendent shall normally be responsible for recommending new or additional classified positions.

	The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.
42 U.S.C. Sec. 12101 et seq	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.
School Code 406 42 U.S.C. Sec. 12101 et seq	