

Lower Merion School District

Policy No.:	300-1
Section:	EMPLOYEES
Title:	CREATING A POSITION
Date Adopted:	4/18/88
Date Last Revised:	4/19/2021

300-1 CREATING A POSITION

Authority

The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent or designee. The Board reserves for itself the final determination of the number and type of positions deemed necessary for effective management and operation of the District.

The initial salary or salary range for a new position shall be determined by the Board when creating such position, based upon the recommendation of the Superintendent or designee and supporting documentation.

Guidelines

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

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

Recommendations for a new or additional position shall include, if applicable:

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.

Delegation of Responsibility

The Superintendent or designee shall be responsible for recommending a new or additional position to the Board for consideration.