

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: April 28, 2004

REVISED:

301. CREATING A POSITION	
1. Purpose	Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.
2. Authority SC 1001, 1106 Title 22 Sec. 4.4  SC 1075, 1142	<p>The need for creating administrative 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 administrative positions deemed necessary for effective management of the district.</p> <p>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 and supporting documentation.</p>
3. Guidelines	<p>In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> <li>1. Most effective management of district programs.</li> <li>2. Number of students enrolled.</li> <li>3. Special needs of students.</li> <li>4. Operational needs of the district.</li> <li>5. Financial resources of the district.</li> </ol> <p>Recommendations for continuing, new or additional administrative positions shall include:</p> <ol style="list-style-type: none"> <li>1. Job description clearly outlining the duties for which the position was created.</li> <li>2. A title that conforms with the appropriate certificate if certification is required.</li> <li>3. Supporting data and other rationale relevant to the recommendation.</li> </ol>

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<p>4. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 1001, 1106, 1075, 1142</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>PA Code Title 22 Sec. 4.4</p>	<p>The Superintendent shall be responsible for recommending a new or additional administrative position.</p> <p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of administrators in existing positions.</p> <p>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.</p>
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