

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: December 9, 1999

REVISED: February 26, 2015

APPROVED: March 26, 2015

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1. Authority

Positions for administrative, professional and classified employees shall be established by the Joint Operating Committee (JOC) in order to provide the effective leadership and management necessary to operate the A. W. Beattie Career Center and to provide quality educational programs and services, consistent with the needs of the consortium districts and the resources of the community.

SC 1001, 1106
1107
Title 22
Sec. 4.4

The need for creating positions shall be determined by the Joint Operating Committee, based on the recommendation of the Executive Director. The JOC reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management and operation of the Career Center.

Pol. 328

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 Executive Director and supporting documentation.

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

1. Effective and efficient management of the Career Center programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the Career Center.
5. Financial resources of the Career Center and school community.

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

2. 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 JOC may, through the Executive Director, may seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

Pol. 104

The Executive Director 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.

References:

School Code - 24 P.S. Sec. 1001, 1075, 1106, 1107

State Board of Education Regulations - 22 PA Code Sec. 4.4

Board Policy - 104, 328