LENAPE TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: January 19, 2006

REVISED: December 17, 2015

301. CREATING A POSITION

1. Purpose	Administrative positions will be established by the Joint Operating Committee in order to provide effective management and leadership for the operation of the school.
2. Authority SC 1850.1 Title 22 Sec. 4.4	The need for creating administrative positions shall be determined by the Joint Operating Committee. The Joint Operating Committee reserves for itself the final determination of the number and kind of administrative positions deemed necessary for effective management of the school.
SC 1075, 1142	The initial salary or salary range for new positions shall be determined by the Joint Operating Committee at the time of creating such positions.
3. Guidelines	In the exercise of its authority to create new positions, the Joint Operating Committee shall give primary consideration to the following: 1. Most effective management of technical programs. 2. Special needs of students. Recommendations for continuing, new or additional administrative positions shall include: 1. Job descriptions clearly outlining the duties for which the positions were created. 2. A title that conforms with the appropriate certificate if certification is required. 3. Supporting data and other rationale relevant to the recommendation.
4. Delegation of Responsibility	The Administrative Director shall be responsible for recommending new or additional administrative positions. The Joint Operating Committee may, through the Administrative Director, seek the advice of administrative staff in creating a new position or increasing the number of administrators in existing positions.

42 U.S.C. Sec. 12101 et seq	The Administrative Director or appropriate personnel designated by the Administrative Director shall be responsible to maintain a comprehensive and up-to-date job description for all administrative positions in the school. Job descriptions shall be prepared in accordance with the provisions of relevant laws.
School Code 1850.1 42 U.S.C. Sec. 12101 et seq PA Code Title 22 Sec. 4.4	