LENAPE TECHNICAL SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: January 19, 2006

REVISED: December 17, 2015

401. CREATING A POSITION

1. Purpose

Instructional positions and positions for other professional employees shall be established by the Joint Operating Committee in order to provide educational programs and supporting services, consistent with the needs of the students and/or school.

2. Authority
SC 1850.1
Title 22
Sec. 4.4

The need for creating instructional positions and positions for other professional employees shall be determined by the Joint Operating Committee. The Joint Operating Committee reserves for itself the final determination of the number and kind of professional positions deemed necessary for effective operation of the school.

3. Guidelines

Recommendations for continuing, new or additional professional 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.

In the exercise of its authority to create new positions, the Joint Operating Committee shall give primary consideration to:

1. Number of students enrolled.

2. Special needs of students.

3. Operational needs of the school.

4. Financial resources.

4. Delegation of Responsibility	The Administrative Director shall be responsible for recommending new or additional professional 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 employees 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 professional positions in the school. Job descriptions shall be prepared in accordance with the provisions of the relevant laws.
School Code 1850.1 42 U.S.C. Sec. 12101 et seq PA Code Title 22 Sec. 4.4	