LENAPE TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: January 19, 2006

REVISED: December 17, 2015
March 19, 2020

301. CREATING A POSITION

1. Purpose	Positions for administrative, professional and support employees shall be established by the Joint Operating Committee in order to provide effective leadership and management necessary to operate the school and to provide quality educational programs and services, consistent with the needs of the school and the resources of the community.
2. Authority SC 1850.1 Title 22 Sec. 4.4	The need for creating positions shall be determined by the Joint Operating Committee, based on the recommendation of the Administrative Director. The Joint Operating Committee reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management and operation of the school.
SC 1075, 1142	The initial salary or salary range for new positions shall be determined by the Joint Operating Committee when creating such positions, based upon the recommendation of the Administrative Director and supporting documentation.
3. Guidelines	In the exercise of its authority to create a new positions, the Joint Operating Committee shall give primary consideration to the following: 1. Effective management of the school and technical programs. 2. Number of Students enrolled. 3. Special needs of students. 4. Operational needs of the school. 5. Financial Resources of the school. The Administrative Director shall be responsible for recommending a new or additional administrative, professional or support positions.
4. Delegation of Responsibility	Recommendations for a new or additional position shall include: 1. Job descriptions 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 Joint Operating Committee may, through the Administrative Director, seek the advice of administrative staff when 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 administrative positions in the school. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.
School Code 1850.1 42 U.S.C. Sec. 12101 et seq PA Code Title 22 Sec. 4.4	