LENAPE TECHNICAL SCHOOL

SECTION: NONINSTRUCTIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: January 19, 2006

REVISED: December 17, 2015

501. CREATING A POSITION

1. Purpose	Positions for noninstructional employees will 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	The need for creating noninstructional 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 noninstructional positions deemed necessary for effective operation of the school.
3. Guidelines	Recommendations for continuing, new or additional noninstructional positions shall include: 1. Job descriptions clearly outlining the duties for which the positions were created. 2. Number of persons within each job category. 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. Financial resources of the school. 4. Operational needs of the school.
4. Delegation of Responsibility	The Administrative Director shall normally be responsible for recommending new or additional noninstructional 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 noninstructional positions in the school. Job descriptions shall be prepared in accordance with the provisions of relevant laws.
School Code 406 42 U.S.C. Sec. 12101 et seq	