

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE POLICY 6.19
POSITIONS: STAFF

- (1) All staff positions in the Milwaukee Public Schools shall be established only with the approval of the Board, except as follows:
- (a) The school principal, who has responsibility for management of the school budget within budget limits for each fiscal year, shall have authority to create new positions during the course of the year to effectively staff schools according to ongoing needs. The school shall assume the full cost of employee benefits for positions created after October 1st of the fiscal year.
 - (b) The superintendent or his/her designee shall develop standard procedures for reporting the creation of new positions and shall maintain a list of authorized positions in each school.
 - (c) Certificated staff positions, including non-represented staff, shall be established in accordance with applicable state statutes and Department of Public Instruction requirements.
 - (d) Classified staff positions, including non-represented staff, shall be established in accordance with the requirements of the Board of City Service Commissioners, city civil service laws and rules, and the personnel statutes and ordinances governing city service employment.
- (2) Before any new position is established, the superintendent shall present for the Board's approval a job description setting forth the functions, duties, responsibilities, and qualifications of the position.
- (3) The Board believes that the schools must be adequately staffed by competent personnel to achieve the educational objectives established for the schools. The Board, therefore, may from time to time approve staffing formulas which will create a sufficient number of positions to accomplish these objectives.

History: Revised 3-29-95, 5-17-95

Previous Coding: Admin. Policy GCA, GDA, prior to May 1995; Admin. Policy 7.17, May 1995-August 1996

Legal Ref.: W.S. 40.02 (55), 63.30, 63.53, 119.18(10)

Contract Ref.: MTEA Contracts (Teachers, School Accountants, Educational Assistants); ASC; PAMPS Contract; Int'l. Union of Operating Engineers Local 950; District Council 48, Local 1616, Local 1053; Service Employees International Union, Local 150

Cross Ref.: Admin. Policy 2.03 Administrative Organization Plan
 3.02 Budget Control
 6.23 Recruitment and Hiring: Staff
 7.25 Class Size

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