

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P403 - Creating A Position Administrative
Code	P403
Status	Active
Adopted	November 11, 1981
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Policy Number: P403

Title: Creating a Position/Administrative

Section: Personnel - Administrative Employees

Purpose

Administrative positions will be established by the Joint Committee in order to provide effective management and leadership for the operation of the school.

Authority

The need for creating administrative positions shall be determined by the Joint Committee in accordance with these guidelines. Recommendations for continuing, new, or additional administrative positions will include: a position description clearly descriptive of the duties for which the positions were created, a title that conforms with the appropriate certificate if such certification is required, supporting data and other rationale incidental to the recommendation for such a position.

The initial salary or salary range for new positions shall be determined by the Joint Committee at the time of creating such positions based upon the recommendation of the Director in consultation with the Superintendent of Record with supporting documentation consistent with current salary schedules. In the exercise of its authority to create new positions, the Joint Committee shall give primary consideration to the most effective management of the affairs of the School.

Delegation of Responsibility

The Joint Committee expects that the Director in consultation with the Superintendent of Record shall normally be responsible for recommending new or additional administrative positions. The Joint Committee reserves for itself the final determination as to the number and kind of administrative positions deemed necessary for the effective management of the School.

The Joint Committee shall, through the Director, seek advice of its administrative staff in creating a new position or increasing the number of administrators in existing positions.

24 P.S. Sec. 1850.1

42 U.S.C. Sec. 12101 et seq.

Adopted: 11/11/81

