

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ~~ADMINISTRATIVE~~
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: August 19, 2002

REVISED:

301. CREATING A POSITION	
1. Purpose	<p>Administrative pPositions <u>for administrative, professional and support employees shall</u> will be established by the Board in order to provide effective management, and leadership, for the operation <u>quality educational programs, and services consistent with the needs</u> of the school district <u>and the resources of the community.</u></p>
2. Authority SC 1001, 1106	<p>The need for creating administrative positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of administrative positions deemed necessary for effective management of the district.</p>
SC 1075, 1142	<p>The initial salary or salary range for a new position shall be determined by the Board when creating such position, <u>based upon the recommendation of the Superintendent and supporting documentation.</u></p>
3. Guidelines	<p>In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> 1. Effective management of school district programs. 2. Number of students enrolled. 3. Special needs of students. 4. Operational needs of the school district. 5. Financial resources of the school district. <p>Recommendations for a new or additional administrative positions shall include:</p> <ol style="list-style-type: none"> 1. Position description clearly outlining the duties for which the position was created. 2. A title that conforms with the appropriate professional certificate if certification is required.

<p>4. Delegation of Responsibility</p>	<p>3. <u>Supporting data and other information rationale</u> relevant to the recommendation.</p> <p>It is the responsibility of the Superintendent to recommend the personnel needs of the school district and to locate suitable candidates to recommend for employment to the Board. An estimate of the cost of the <u>new position recruitment and selection program</u> will be made <u>annually</u> by the Superintendent and presented to the Board for inclusion in the annual budget.</p>
<p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Superintendent <u>or designee</u> shall be responsible to maintain a comprehensive and up-to-date position description for all positions in the school district. Position descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p>
<p>School Code 1001, 1106, 1075, 1142</p>	
<p>42 U.S.C. Sec. 12101 et seq</p>	