

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: February 8, 1999

REVISED:

# PENN MANOR SCHOOL DISTRICT

301 CREATING A POSITION	
1	<p>Purpose</p> <p>Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.</p>
2.	<p>Authority</p> <p>SC 1001, 1106</p> <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 kind of administrative positions deemed necessary for effective management of the district.</p> <p>SC 1075, 1142</p> <p>The initial salary or salary range for new positions shall be determined by the Board at the time of creating such positions, based upon the recommendation of the Superintendent and supporting documentation.</p> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to the most effective management of district programs, the special needs of students, and the operational needs of the district.</p>
3.	<p>Guidelines</p> <p>Recommendations for new or additional administrative positions shall include:</p> <ol style="list-style-type: none"> <li>1. Job descriptions clearly outlining the duties for which the positions were created.</li> <li>2. A title that conforms with the appropriate certificate if certification is required.</li> <li>3. Supporting data and other rationale relevant to the recommendation.</li> </ol>
4.	<p>Delegation of Responsibility</p> <p>The Superintendent shall be responsible for recommending new or additional administrative positions.</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with the provisions of the Americans With Disabilities Act.</p>