

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: February 8, 1999

REVISED:

PENN MANOR SCHOOL DISTRICT

501. CREATING A POSITION	
1. Purpose	Positions for classified employees will be established by the Board in order to provide educational programs and supporting services, consistent with the needs of the schools and the resources of the community.
2. Authority SC 406	<p>The need for creating classified positions shall be determined by the Board based on the recommendation of the Superintendent.</p> <p>The Board reserves for itself the final determination as of the number and kind of classified positions deemed necessary for effective operation of the schools.</p>
3. Guidelines 42 U.S.C. Sec. 12101 et seq	<p>Recommendations for continuing, new or additional classified positions shall include:</p> <ol style="list-style-type: none"> 1. Job descriptions clearly outlining the duties for which the positions were created. 2. Initial salary for a new position. <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none"> 1. Number of students enrolled. 2. Special needs of the community. 3. Special needs of students. 4. Financial resources of the district. 5. Operational needs of the district.

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<p>4. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 406 42 U.S.C. Sec. 12101 et seq</p>	<p>The Superintendent shall normally be responsible for recommending new or additional classified positions.</p> <p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</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>
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