

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

301-AR-0. STAFFING NEEDS ASSESSMENT

It is the goal of the district to provide quality education programs for all students enrolled in district schools. To achieve that goal, a staffing needs assessment will be conducted annually, and when needed to address a specific situation.

The Superintendent and designated administrators will review staffing requirements for the successive school year in relationship to:

1. Attritional losses.
2. Curriculum changes.
3. Relevant federal and state mandates.
4. Student demographics.
5. Assessment results for selected grade levels.
6. Requirements for special programs and student needs.
7. Building changes.
8. District needs and specific concerns.

The Superintendent will be responsible for submitting an Annual Needs Assessment Report on Staffing to the Board no later than April 1st of each school year.

Using the findings of the report and consulting with the Superintendent, the Board will make the necessary decisions regarding staffing and budgetary considerations, in accordance with applicable law, regulations and Board policy, prior to the adoption of the preliminary budget for the subsequent school year.