



Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
Status	Second Reading
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Authority

Positions for **administrative, professional and classified employees** shall be established by the Board in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.

The need for creating 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 staff positions deemed necessary for effective management of the district and operation of the schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Superintendent and supporting documentation.[\[5\]](#)

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

1. Effective management of affairs of the district.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the district.
5. Financial resources of the district.
6. Special needs of the community.

The Superintendent or designee shall be responsible for recommending a new or additional administrative, professional or classified position.

Delegation of Responsibility

Recommendations for a new or additional position shall include:

1. Job description clearly stating the duties for which the position was created.
2. Title that conforms with the appropriate certificate if certification is required.
3. Supporting data and other rationale relevant to the recommendation.

The Board may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

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 relevant federal and state laws and regulations.[6]

Legal

1. 24 P.S. 1001
2. 24 P.S. 1106
3. 24 P.S. 1107
4. 22 PA Code 4.4
5. Pol. 328
6. Pol. 104
- 24 P.S. 1075