

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: October 10, 2000

REVISED:

MOON AREA SCHOOL DISTRICT

<p>1. Purpose SC 1001, 1106</p> <p>2. Authority SC 1106</p> <p>SC 1075, 1142</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">301. CREATING A POSITION</p> <p>An adequate administrative staff for the purpose of conducting the management functions of the district will be provided by the Board.</p> <p>The need for creating administrative positions shall be determined by the Board in accordance with these guidelines. Recommendations for continuing, new or additional administrative positions will include:</p> <ol style="list-style-type: none"> 1. Position description clearly descriptive of the duties for which the positions were created. 2. A title that conforms with the appropriate certificate if such certification is required. 3. Supporting data and other rationale incidental to the recommendation for such a position. <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 the affairs of the district, the number of students enrolled, the operational needs of the district, and the financial resources of the district.</p> <p>The Board expects that the Superintendent shall normally be responsible for recommending new or additional administrative positions. The Board reserves for itself the final determination as to the number and kind of administrative positions deemed necessary for the effective management of the district.</p> <p>The Board may consider the advice and recommendations of the Board Secretary, the Solicitor, and others in creating new administrative positions.</p>
---	--